

**COLUMBIANA COUNTY CAREER AND TECHNICAL CENTER**  
**PERFORMANCE EXPECTATION**

**Title:** **STUDENT SERVICES COORDINATOR**

**Reports to:** Secondary Career/Technical Education Director

**Job Objective:** Coordinates the planning, delivery, assessment, and ongoing improvement of school-to-career programs. Identifies and plans industry assessments and credentialing. Tracks and analyzes placement data. Designs and maintains a unilateral data collection system for all high school functions. Facilitates Ohio Department of Education technical assessments.

**Minimum Qualifications:**

- Bachelor's degree
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful teaching and administrative experience.
- Effective organizational, planning, and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Ability to identify emerging employment trends and profile training characteristics.
- Ability to identify, access, and organize community support for program activities.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Identifies, schedules, and administers career and technical and industry assessments that are reflected on annual district report card.
- Coordinates follow up surveys and data collection of student placement for annual report card.
- Records and analyzes a variety of data as part of the district goals and continuous improvement.
- Coordinates work-based learning program services. Articulates a clear philosophy and shared vision of learning. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Evaluates and recommends instructional materials.
- Serves on local professional growth committees as directed.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Keeps current with state standards/guidelines. Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.

- Monitors workforce trends. Chairs stake holder meetings to identify existing/emerging work-force skills and other learning activities that encourage a full range of career options. Develops community resources that enhance the school-to-career process. Recruits volunteers willing to assist teachers and students with career-focused activities.
- Coordinates field trips, guest speakers, work-study opportunities, loaned media resources, etc.
- Serves as the district liaison to the tech-prep consortium.
- Promotes the continuous advancement of academic standards. Facilitates the development of an integrated curriculum that helps students develop skills required for successful participation in post-secondary educational institutions and anticipated work environments.
- Promotes a balanced perspective of work activities and family life. Maintains career-focused resource materials that support teaching and student learning activities.
- Identifies summer placement opportunities for teaching staff to develop first-hand work-based knowledge that support program objectives.
- Uses state and district-level standards to measure program performance. Monitors innovations and recommends changes to enhance future work-study activities.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.

- Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.
- Exposure to adverse weather conditions and seasonal temperature extremes.
  - Exposure to blood-borne pathogens and communicable diseases.
  - Interactions with aggressive, disruptive, and/or unruly individuals.
  - Operating and/or riding in a vehicle.
  - Traveling to meetings and work assignments.
- Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Columbiana County Career and Technical Center Board.

**PROCEDURE:**

If interested, make application to Willard C. Adkins, Superintendent, Columbiana County Vocational School, 9364 State Route 45, Lisbon, Ohio 44432. Phone 330-424-9561, extension 129.

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX, AND SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.

**POSTED INTERNALLY: May 29, 2015**

**DEADLINE TO APPLY: Until Filled**