

Arlington School District No. 16
Job Description

JOB TITLE: School to Work Coordinator

CLASSIFICATION:	Classified
LOCATION:	High School
REPORTS TO:	Director of College and Career Readiness
HOURS:	
SALARY:	Per PSE Schedule A

SUMMARY: With direction from the Director of College and Career Readiness, the successful candidate will develop and coordinate a School-to-Career program across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work with District College and Career Readiness counselors to assist in implementation of Naviance and High School and Beyond Plan
- Contact community business, labor, and government employers to provide work-based learning opportunities
- Coordinate, monitor and evaluate work sites for students
- Coordinate and assist with supervision for field trip opportunities
- Coordinate College and Career Fair Day opportunities for students and staff
- Provide assistance with graduate survey information
- Assist classes with career and job shadow placement
- Free Application Federal Student Aid (FAFSA) support to students, staff, and parents
- Perform clerical duties in the coordination of the STW program
- Assist students in resume writing, making business contacts and portfolio maintenance
- Report regularly to Director of College and Career Readiness regarding opportunities, evaluations, and progress of program
- Make presentations to community and business groups about the program
- Provide STW activities and coordination with middle schools and high schools in district
- Scheduling of college representatives
- Organize and support career speakers on campus
- Establish and maintain industry partnerships with Arlington and Snohomish County
- Meet with teachers to coordinate classroom activities with STW opportunities
- Provide classroom presentations regarding STW opportunities, career pathways, and career planning
- Coordinate local activities with regional Work Force Development and School to Work Initiatives opportunities
- Order supplies and equipment needed for program
- Observe strict confidentiality regarding student and personnel information
- Other duties as assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- AA Degree required
- BA Degree preferred
- Five (5) years working in a business setting (preferably with supervisory or personnel responsibilities)

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

Current CPR/First Aid card (may be required)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, laws, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from administrators, students, the general public and the board of directors.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages, and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Skill with computer database

Skill in communicating, both orally and in writing

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk; perform repeated pushing and pulling movements; lift and carry objects weighing up to 15 pounds a distance of 100 feet; and use the hands to handle, finger, or feel objects, tools, or controls. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate. The employee must interact with the public, students, and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

November 2021