

DELRAN TOWNSHIP SCHOOL DISTRICT

Coordinator, Workforce Development Program

Reports to: High School Principal

Job Goal: To provide leadership, coordination, technical assistance and support in the development and implementation of quality school to-work instructional programs to meet the needs of students and the community.

Qualifications:

- Prepare federal and state grant proposals for secondary vocational programs;
- Assist in coordinating the District Carl Perkins Proposal applications;
- Assess secondary vocational teacher inservice needs and provide technical assistance for workshop scheduling;
- Assess, research and assist with vocational laboratory equipment needs;
- Maintain up-to-date information on related legislative and policy and procedures for District vocational staff and general public;
- Provide updated federal and state legislation for Child Labor Laws to District personnel and the general public;
- Master's Degree from an accredited educational institution;
- Possess appropriate certification as required;
- Minimum of three (3) years successful teaching and/or administrative/supervisory experience.

Knowledge, Skills and Abilities

- Knowledge or current trends in research related to assignments.
- Knowledge of group dynamics.
- Knowledge of federal, state and District rules, policies and laws related to workforce development.
- Ability to manage a budget.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.

Performance Responsibilities:

- Coordinate secondary vocational education curriculum implementation, including proposal of new courses, modifications and articulation of academic and vocational courses;
- Input data for master schedules for all technical education

- Serve as District contact for Child Labor;
- Establish and maintain a data collection system which complies with required Department of Education (DOE) data elements;
- Coordinate with MIS, school support staff and teachers to ensure that data collected is reported accurately into the District database as required;
- Coordinate the required placement follow-up system to provide accurate and reliable job placement data;
- Maintain close liaison with the Exceptional Student Education Department so that special needs students are reported accurately;
- Act as liaison with the State WEOIS Management Information System and F.E.T.P.I.P.;
- Offer staff development and technical assistance related to data systems and curriculum to staff of the adult/technical division;
- Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community;
- Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance;
- Respond to inquiries or concerns in a timely manner;
Keep the high school principal informed, through proper channels, of potential problems or unusual events;
- Keep well informed about current trends and best practices in areas of responsibility;
- Maintain expertise in assigned areas to fulfill project goals and objectives;
- Promote and support professional growth for self and others;
- Develop annual goals and objectives consistent with and in support of District goals and priorities;
- Maintain a network of peer contacts through professional organizations;
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues;
- Develop or assist in developing the department budget and monitor its implementation;
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action;
- Prepare or oversee the preparation of all required reports and maintain appropriate records;
- Serve on District, state or community councils or committees as assigned or appropriate;
- Represent, consistently, the District in a positive and professional manner;
- Provide leadership and direction for the assigned areas of responsibility;
- Provide leader and guidance in the development of annual goals and objectives for assigned department or program;
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided;
- Assist in implementing the District's goals and strategic commitments;
- Exercise proactive leadership in promoting the vision and mission of the District;

- Provide oversight and direction for cooperative planning with other agencies;
- Set high standards and expectations for self and others;
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action;
- Use appropriate styles and methods to motivate, gain commitment & facilitate task accomplishment;
- Facilitate problem-solving by individuals or groups;
- Perform other incidental tasks consistent with the goals and objectives of this position.
- All other duties as assigned by your immediate Manager and/or Superintendent.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid N. J. Supervisor Certificate

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

Physical Requirements:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Terms of Employment:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be from September 1 to June 30 with 12 additional days in the summer between July 1 and August 31.

APPROVED BY THE BOARD OF EDUCATION: March 12, 2012