



## City of St. Charles School District

# WORKFORCE DEVELOPMENT COORDINATOR

Reports to:	Director of Vocational Technical School
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	10 Months
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

Works with a variety of School District programs such as the Lewis and Clark Career Center, the St. Charles County CAPS and CEA programs, and the Adult & Community Education program to further enhance their opportunities for community and business partnerships as well as assisting these programs in the further development of their goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

#### **Community/Business Partnerships**

- Develop community/business partnerships to establish a network of business partners, guest speakers, and mentors for district programs to include Lewis & Clark Career Center, CAPS, and CEA.
- Work with L&C staff to develop and implement Professional/Employability Skills Training for students to include communication skills, networking, etiquette, personal responsibility, business ethics, and self-discipline among others.
- Provide coaching and counseling to students on professional skills and tools such as resume writing, interviewing techniques, and other job acquirement strategies including setting up mock interview sessions with students and business partners.
- Create a formal Internship/Job Shadow Program for L&C and develop an Internship Handbook for both students and employers.
- Assist with setting up student internships, job shadows, and job interviews.
- Assist with L&C Career Fair activities.
- Participate in industry-related Advisory Committees and other St. Charles County workforce development initiatives.
- Assist with setting up articulation agreements/partnerships with post-secondary schools.
- Assist with establishing apprenticeship partnerships to provide students with industry-related internships and other employment opportunities.
- Maintain appropriate records and provides reports as requested by the Director.

### **Corporate / Customized Training**

- Develop and administer workforce training programs.
- Administer the Missouri Works Customized Training program by writing grants for clients within industries such as manufacturing, distribution, and other qualified areas.
- Assist clients in conducting training needs analysis, instructional design, and specialized training activities.
- Assist clients in completing required training documents to be submitted to the Department of Workforce Development, and provide timely submissions of reimbursement requests and year-end documentation.
- Supervise technical training staff working at company sites.
- Maintain complete and accurate internal records for annual State audits.
- Provide ongoing management of training projects and serve as a liaison with the State of Missouri's Department of Workforce Development (DWD).
- Promote and market contract training services to business and industry beyond the Customized Training program client base.
- Maintain affiliations with appropriate state, county, and local workforce development agencies.
- Maintain a working knowledge of state, county, and local economic development initiatives.

### **SUPERVISORY RESPONSIBILITIES:**

- Technical writing staff and other training staff who may be working on client sites.
- Assist in the supervision of students in the career counseling area and school building.

### **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:**

- 3 years of experience or equivalent training in project management; business and industry experience preferred.
- Demonstrated success in managing projects and programs that support client business objectives from concept through execution.
- Strong ability to analyze client needs and write grants related to training initiatives.
- Strong verbal and written communication skills.
- Proficiency with MS Office and Google applications.

### **OTHER SKILLS AND ABILITIES:**

- Ability to work independently with minimal supervision.
- Can prioritize multiple tasks and projects, work under stress, take direction, and meet client deadlines.
- Be a self-starter who can take charge of situations and be able to solve practical problems.

- Maintain client confidentiality requirements and hold oneself to unquestionable integrity and professionalism when working on client job site.
- Ability to perform duties in full compliance with client requirements, district requirements, and Board policies.

**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 and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**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. The noise level in the work environment is moderate to loud and is performed inside and outside during all seasons.

The information contained in 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SY 2018-2019