



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Career Specialist Coordinator
Reports To: Assistant Superintendent of Secondary Programming and EMC
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2005
Last Revised Date: 10/2015

Summary:

Develops, organizes and coordinates education elements of EFE program such as work-based learning, career development and business and industry partnerships.

Essential Duties and Responsibilities:

- Develops and coordinates career development programs for all students in Kalamazoo County
- Locates and evaluates prospective training stations
- Oversees, monitors, records and evaluates co-op education, apprenticeship training, internship placements and other work-based learning collaborative partnerships/activities with internal and external partners
- Participates in professional development activities (workshops, meetings, seminars, memberships in organizations) to keep abreast of current changes affecting youth labor laws
- Correlates school and work schedules with employed and non-employed (internships) student-learners, as well as faculty and training sponsors
- Provide and monitor work-based learning in Education for Employment and the Early Middle College programs
- Coordinate and facilitate business and industry advisory committees countywide
- Serve as liaison in area trade organizations (i.e., Habitat for Humanity, Homebuilders Association, AYES, IBEW, KHRMA)
- Stay abreast of recent trends in the career pathways
- Compiles and studies occupational, educational and economic information to aid students in making and carrying out career and technical educational objectives
- Accurate completion of local and state required forms and reports
- Assist with monitoring student employability skills
- Revise employability skills manuals, course descriptions and other related documents for publishing
- Assist with KRESA EFE/EMC/EFA staff in planning and/or participation of events
- Assist in coordination of technical assessments
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Valid Michigan teaching certificate with full vocational authorization.

Experience working with students, business & industry and labor groups or other organizations.

Other Skills and Abilities:

Excellent communicator including listening skills, oral and written
Works in a team-oriented fashion
Interpersonal skills to effectively interact with people
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Completes hours of work as necessary to reach goals
Adapts to frequent changes in the work environment
Practices safe work habits
Use equipment and materials properly

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

Office environment with little exposure to excessive noise.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.