

SCHOOL TO WORK COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of coordinating the activities of the Ulster County School to Work Partnership (UCSWP) offered by Ulster County BOCES. An incumbent is responsible for building linkages between area businesses and school districts to provide internships, apprenticeships, mentoring and career opportunities for students. The work is performed under the general supervision of the Assistant Director for Instructional Services and the directives of the Board allowing for considerable leeway in making decisions to carry out the details of the work. Supervision over clerical personnel may be a function of this title. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the titles do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the activities of the Ulster County School to Work Partnership, as directed by the UCSWP Board;

Establishes and maintains liaisons with the State Education Department (SED) and other advisory or regulatory agencies in order to assure that the goals of the Partnership are being achieved and to maintain on-going communication with program partner agencies;

Assesses the effectiveness of the UCSWP programs in conjunction with outside agency/evaluators to provide recommendations for the continuation or alteration of each aspect of the program;

Prepares Board meeting agenda and other instruments of communication between the Board, Executive Committee and the members of the Partnership;

Assists the Board with various fund raising and other promotional activities;

Prepares press releases, reports and communication and works with outside agencies to promote the program to organizations, companies and other interested parties;

Assists with conducting resource utilization assessments to help determine regional and state-wide training requirements for instructional programs;

Collaborates with regional service providers to identify school career training needs and the resources available to meet those needs;

Adheres to all State Education Department guidelines regarding this program, including response to periodic reports and audits;

Attends and participates in regional, State, and Federal meetings and conferences relevant to the program goals of the UCSWP;

Purchases all supplies, materials and equipment necessary for the operation of the UCSWP;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of job placement research tools, the employment environment and available community agency resources; good knowledge of organizational planning and project coordination tools; good knowledge of customer service tools; working knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of current windows-based and web-based office software applications; ability to establish and maintain cooperative and effective relations with clients and agency personnel and students; ability to communicate effectively, both orally and in writing; ability to prepare and deliver written reports; ability to work independently; sound professional judgment; resourcefulness in the application of funds to program goals; detail-oriented; initiative, poise, tact, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Education, Business Administration, Public Administration or a closely related field and one (1) year of full-time paid, or its part-time equivalent, supervisory experience working with youth in the field of education, human resources, and/or business employment training programs ; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, which includes 18 credit hours in Education, Business Administration, Public Administration or a closely related field and three (3) years of full-time paid, or its part-time equivalent, experience working with youth in the field of education, human resources, and/or business employment training programs, one (1) year of which must have been in a supervisory capacity ; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, which includes 18 credit hours in Education, Business Administration, Public Administration or a closely related field and five (5) years of full-time paid, or its part-time equivalent, experience working with youth in the field of education, human resources, and/or business employment training programs, one (1) year of which must have been in a supervisory capacity ; **OR**
- D. An equivalent combination of training and experience as indicated above.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
5802 SCH WK CD
Classification: Competitive
OA

Adopted: May 27, 2005