

SCHOOL-TO-CAREERS COORDINATOR
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Interacts with area businesses and schools in order to provide internships, apprenticeships, mentoring and career opportunities for students age K through 24; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, position builds School-to-Work linkages for area businesses and schools in order to provide internships, apprenticeships, mentoring and career opportunities for students age K through 24. Position designs and conducts training workshops on business and school partnerships for New York State Department of Education, the National Association of Partners in Education, local school boards, Chambers of Commerce, and major corporations. Supervision is exercised over subordinate personnel.

EXAMPLES OF WORK: (Illustrative Only)

Manages school and business partnerships ("School-to-Work Linkages") in order to develop internships, apprenticeships, mentoring, job shadowing, and career awareness opportunities for students K through 24;

Designs and conducts training workshops on business and school partnerships for New York State Department of Education, the National Association of Partners in Education, local school boards, Chambers of Commerce, and major corporations;

Develops comprehensive marketing strategies for all funded projects, including publication of three newsletters (two in English, and one in Spanish), and the production of two cable shows and two radio shows. Funded projects included LEAP, program intended to provide opportunities for young women to pursue career training in areas nontraditional for women, e.g., construction trades; The Westchester School/Business Partnerships, Business/Industry School to Work, and LIVE, a collaborative effort event between Southern Westchester BOCES, the Westchester/Putnam Girl Scouts and the National Association of Women in Construction;

Writes press releases and works with press agencies to promote the program;

Coordinates the manpower resources/expertise of diverse planning teams for all major events and programs;

Designs and manages two major annual conferences held in Fall and Spring;

Identifies funding sources and writes grant applications yearly to secure funding for program activities;

Manages budgets related to funded projects;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates the monthly meetings of a twenty member Advisory Board of business and school representatives;

Works to provide financial enhancement of all programs through corporate donations and in-kind support;

Supervises clerical support and other personnel assigned to program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of how business/school partnerships can be used to provide learning opportunities for students ages K through 24 years; ability to develop and deliver training programs; ability to identify and write grant applications in order secure funding for programs; ability to establish effective working relationships; ability to communicate both orally and in writing; initiative; resourcefulness; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree and five years work experience in designing and developing training programs, including or supplemented by one (1) year of supervisory experience; or (b) Master's Degree in public administration, business administration, personnel administration, manpower planning, counseling or psychology and two (2) years of experience as stated in (a), including or supplemented by the one (1) year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.