

Cape Girardeau Public School District No. 63
Job Description

Job Title: Workforce Development Coordinator

Terms of Employment: 12 month contract; 200 days

FLSA Status: Exempt

Reports To: Director of Career and Technology Center

Brief Description of Position:

The Workforce Development Coordinator has two primary purposes:

1. Aggressively work with business and industry in the identification of educational and training needs, the development of customized training programs and courses.
2. Provide non-credit, continuing education class offerings that meet the needs of local business and industry, individuals and facilitate state wide training initiatives

Required Qualifications:

- Bachelor's Degree
- Must possess and maintain proper Missouri teaching certificate for the area/content to which he or she has been assigned.

Verification of one of the following:

- Possession of a baccalaureate or higher degree from accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
- Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years);
- Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.

Essential Duties and Responsibilities:

- Supervise & coordinate activities and programming relating to:
 - Workforce Development
 - Contract/Customized Training
 - Missouri Motorcycle Safety Program (MMSP).
- Plans, coordinates & organizes customized and contract training at all levels.
- Develops and submits RFP's (grant proposals) for the CTC as appropriate & needed.
- Provides Training Needs Assessments for area Business & Industry, as needed.
- Provides Business & Industry with programs which will support workforce development.
- Recruits, interviews, selects and oversees all Instructors relating to programming areas.

- Works to procure up-to-date equipment, supplies and other materials necessary for effective instruction for programs/training under direct supervision.
- Plans and coordinates marketing strategies to promote all aspects of available services connected with workforce development.
- Serves as a liaison/point of contact for various committees/groups relating to training & workforce development in the area, i.e., Southeast Missouri Regional Industrial Training Group (SRITG), One-Stop Partners, MO Re-Entry Program, etc., as needed & appropriate.
- Develops and maintains budgets (as needed) relating to the Business & Industry programs and grants.
- Develops and maintains student records through coordination with the Administrative Assistant for Adult Education.
- As assigned; serves as ambassador for the CTC by manning the display table at appropriate functions such as job fairs, career workshops, etc.
- Assist with the scheduling & set-up of CTC's facilities/classrooms/meeting rooms when rented to the public & area industry.
- Guides interested individuals and groups on tours of the CTC facilities.
- Communicates effectively and professionally with area Industry Representatives, Colleagues, Instructors and Students.
- Participates in Ongoing Professional Growth.
- Performs other duties as assigned by the Director of Career and Technology Center.

Expectations:

- Must show competence in the certified subject area.
- Participate in professional organizations appropriate to career and technical education, such as (Missouri Trade & Technical Association, Missouri Association for Career & Technical Education and Association for Career & Technical Education) as well as the field in which you teach.
- Attend professional development activities, such as educational conferences, field specific up-dates and college course work required to maintain his/her Teaching Certificate and remain eligible for employment.
- Actively participate on building level teams and in school-related activities.
- Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.
- Use technology appropriate for instruction and program use.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes requiring safety protocols/precautions. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions. Filling/Transport of gasoline cans for Motorcycle Safety Program.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013