

# **CAREER PATHWAY SPECIALIST – JOB PLACEMENT**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To coordinate stakeholder communication and job placement opportunities for the Area 31 career center program students.

### **PERFORMANCE RESPONSIBILITIES:**

1. Makes contacts and establishes rapport with business and industry in Area 31 in order to secure jobs for students.
2. Provides placement and referral services to Area 31 students, graduates, dropouts, and adult program enrollees seeking part-time, full-time, and summer employment.
3. Organizes, keeps records, and monitors the progress of assigned vocational program students.
4. Provides job opportunities information and vocational education information to students.
5. Screens students, sets up interviews, and makes referrals to assure compatible and appropriate matching of student interests, aptitudes, and abilities with the requirements of job.
6. Maintains files on each student, business and industry contacts, and employment records.
7. Conducts an annual and five-year follow-up of students to be utilized for evaluative feedback and revisions of programs.
8. Coordinates the part-time employment of students in cooperative education programs.
9. Counsels and recruits students for the vocational programs.
10. Organizes and works with the local advisory committee for each program area.
11. Reviews, organizes, and updates curricula for vocational education programs.
12. Disseminates information on employment trends and developments to students and staff.
13. Periodically facilitates use of business resources such as speakers, field trips, work programs, etc.
14. Develops visual aids and materials to be used by the school in promoting the vocational programs to the public, businesses, and industry.

15. Collects data and prepares written reports as required by the Indiana Department of Workforce Development.
16. Attends and participates in local, state, and national professional meetings that will enhance the job placement program.
17. Purchases vocational program equipment and maintains the equipment inventory.
18. Serves as the liaison and coordinator of vocational student organizations.
19. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016