

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COORDINATOR I—APPRENTICESHIPS AND INTERNSHIPS

GENERAL STATEMENT OF JOB

The Apprenticeships/ Internships Coordinator is a talented individual who is committed to educating students to become successful members in their field industry. The Apprenticeships/Internships Coordinator serves as a liaison between Guilford County Schools and business/organizations in Guilford County that participate in our student Apprenticeships/ Internships programs. In addition, the Apprenticeships/ Internships Coordinator develops and maintains effective and meaningful business relationships with external work sites and employers. This position will coordinate all Apprenticeships and Internships in Guilford County Schools by working closely with local businesses, as well as local colleges and universities and all high schools in Guilford County Schools, to provide a comprehensive program that affords high school students the opportunity to participate in meaningful apprenticeships and internships. Specific responsibilities include coordination of an Apprenticeships/Internships workshop in the summer; collection, processing and verification of student applications; opportunity assessments and reporting; grade reporting; and advising students enrolled in an apprenticeship and/or internship. Reports to Director of Secondary Pathways.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provide leadership in the development and implementation of viable apprenticeship and internship programs including working with business and community leaders to increase opportunities for GCS students.

Facilitate student learning by assisting students to secure appropriate apprenticeships and internships to enhance overall academic experience and learn skills essential to conduct a successful job search.

Initiate and build partnerships with local, state, and national employers and business leaders to develop student opportunities for experiential endeavors locally, statewide, nationally and internationally.

Work collaboratively with college/university, business leaders, and high school personnel to create policy and procedures for ensuring the academic quality and integrity of apprenticeships and internships.

Work alongside high school counselors and administrators to identify and promote apprenticeships and internships for specific college majors and secondary pathways.

Provide optimal marketing strategies to connect students to experiential endeavors and jobs.

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Conduct site visits to evaluate appropriateness and relevance of apprenticeships and internships for students.

Develop and revise apprenticeships and internships policies and procedures.

Identify, develop and monitor current apprenticeship and internship sites.

Provide leadership and direction in the areas of individual assessment, educational choices, career planning and development and employment strategies for students.

Plan and conduct internship workshops and information programs for GCS high school faculty, students, and families.

Develop an apprenticeship/internship manual and promotional material and updates as needed.

Research appropriate resources to support apprenticeship/internship opportunities.

Assess the effectiveness of apprenticeship/internship programs.

Assist career and technical education staff in development of employer relations through verbal and written communications and membership in professional organizations.

Visit employers to promote potential students interested in apprenticeship/internship opportunities.

Ensure all Apprenticeships/Internships agreements are completed accurately, and are kept securely.

Ensure that all updated/approved documents are signed by the appropriate party(s).

Ensure that the appropriate Release of Insurance and agreements are provided to participants (Employers).

Provide employers and students with the most current, up-to-date Apprenticeship/Internship documents.

Maintain the records of all students who participate in apprenticeships/ internships.

Ensure all Apprenticeships/Internships agreements are renewed on an annual basis (calendar year).

Create and maintain Employer Packets.

Maintain database administration for purposes of tracking all GCS student interns and apprentices.

Counsel and advise GCS students regarding employment opportunities through various employers.

Coordinate and assist other career and technical education staff, including individual high schools, with various events and activities throughout year (employer exploration days, career fairs, etc.).

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Assist in marketing the services and programs through developing appropriate materials as well as advertising special events.

Work in conjunction with other district departments to ensure implementation of equitable placement and opportunity practices to improve outcomes for all students.

Other duties and responsibilities as assigned by the Director of Secondary Pathways or the Executive Director of Career and Technical Education.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree required; master's degree preferred. Previous experience as a business leader or employer, high school counselor, administrator in either secondary or post-secondary education required; employment experience in both high school and higher education preferred. Ability to use information technology effectively; strong interpersonal skills; ability to work effectively with a diverse staff, students, and families. Demonstrated ability to work with local businesses and employers.

SPECIAL REQUIREMENTS

Must be certified by the North Carolina Department of Public Instruction. Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, modems, cable testers, etc. Must be able to exert up to 30 pound of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical requirements are consistent with those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, software documentation, periodicals, lists, etc. Requires the ability to prepare

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correspondence, reports, forms, purchase requisitions, user instructions, etc., using prescribed format.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to apply the theories of algebra and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in performing data entry.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and local policies and procedures regarding apprenticeships/ internships.

Considerable knowledge of data systems and Microsoft Office.

Considerable knowledge of the current literature, trends, and developments in the field of apprenticeships/ internships and of dual enrollment opportunities.

Considerable knowledge of the principles of supervision, organization, and administration.

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Ability to plan, direct, and coordinate the work of subordinates.

Ability to develop long-term goals and objectives.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to evaluate requests for changes and/or updates to currently installed technology.

Ability to evaluate software applications and to make recommendations for improvement.

Ability to schedule and monitor development projects.

Ability to estimate work force and time required for technology related projects.

Ability to develop clear, effective instructions for subordinates and users.

Ability to effectively express ideas orally and in writing.

Ability to develop and administer budgets.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.