

JOB DESCRIPTION

Title: Education for Employment Coordinator

Qualifications:

1. Hold a Wisconsin teaching license

Reports to: Building principals

Job Goal: Coordinate the district's Education for Employment program.

Basic Function: Establish, maintain, and implement the education for employment plan of the district.

Responsibilities:

1. Insure completion and submission of all required forms and reports to the Department of Public Instruction.
2. Organize, schedule, and participate in area-wide advisory committees for vocational education.
3. Serve as a resource person for the student at risk program by setting up programs designed to meet their special needs.
4. Develop and write program proposals through the Department of Public Instruction.
5. Seek out and apply for private industry grants in support of vocational education.