



MANHEIM TOWNSHIP SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: Director of College and Career Workforce

DEPARTMENT: Guidance

LOCATION: Middle School

REPORTS TO: Director of Pupil Services

Exempt Position

SRI:

Review Date: 5/2015

SUMMARY OF PURPOSE

This position is responsible for providing career development and job search services for students of the Manheim Township School District. This position is responsible for assisting students identify career goals, advise/counsel a student with higher educational opportunities, and help develop off-campus programs to enhance student accessibility. The position will be responsible for increasing the visibility and support of the program, enhance existing services, conduct research or benchmarking institutions to identify best practices and develop/present career related topics to various audiences. Work is performed under administrative guidance and performance evaluation is based upon completion of assignments and results obtained.

SUPERVISORY RESPONSIBILITIES:

1. Supervises and evaluates school counselors, guidance secretary and other teaching staff as assigned by the administrative team.

ESSENTIAL FUNCTIONS

1. Develop and maintain college relations.
2. Align Guidance K-12 standards to meet the district's student needs.
3. Coordinate Internship program(s) that is effective to meet the demands of our student population.
4. K-12 Coordinator with a focus for student career and workforce readiness skill sets to align with other building initiatives.
5. Hold at least three (3) parent training and awareness sessions on student career and workforce readiness skills for the 21st century.
6. Presentations on colleges (all different levels), trade schools, military, and work programs – what are the differences and student awareness on the expectations and the availability to meet the student's needs.
7. Newsletter – website sharing information with students and community members.
8. Develop and outline a transition plan for special education students working with Special Education Managers and consultants.
9. Solicit job opportunities from employers.
10. Coordinate on-campus recruiting activities for local colleges.
11. Coordinate College or Career Days for the High School and Middle School students – incorporate businesses.
12. Liaison to the Stevens Technology College and Harrisburg Area Community College for services to meet the demands of our student population.

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13. Maintain effective communication with employers, faculty, staff, and students.
14. Manage, coordinate, and publicize on-campus job or college recruiting activities.
15. Create effective marketing strategies/materials to increase participation in Career or College Services events.
16. Provide professional leadership and supervision in recruiting, developing, and appraising staff members within the area of delegated responsibility.
17. Collaborate with instructional divisions to joint venture development of new workforce programs and initiate new programs to enhance workforce development.
18. Identify programming priorities and opportunities for new program initiatives.
19. Interact with continuing education facilities to facilitate program needs through development, improvement, supervision, and evaluation of instructional activities.
20. Conducts mock interviews and critiques resumes.
21. Prepares/presents seminars on career planning, resume writing, job search skills, and interviewing techniques.
22. Advises students on college/technical schools, job openings, recruiting, and job fair opportunities.
23. Develops a process and method used for tracking and reporting higher educational and employment statistics of recent graduates.
24. Develop and maintain positive community relations.
25. Monitors and reports trends and activities that affect Career and College Services.
26. Adheres to workplace safety policies and guidelines.
27. Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge.
28. Serve on business/community boards to ensure the school district has input and influence in the development of public policy or area economic and workforce development.
29. Substitute Principal for an upcoming leave of absences.

DEPARTMENT/ORGANIZATION

- Keeps current with work changes and related developments that impact the department.
- Makes decisions consistent with the MTWP mission and core values, establishes and maintains effective communication and positive relationships within MTWP.
- Performs other functions as assigned by supervisor.
- Contributes to the effective team management of all issues and opportunities within MTWP.
- Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.

MARGINAL FUNCTIONS

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Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position involves a wide scope of responsibility. Internal contacts could include students, teachers, administrators, support personnel and other individuals. External contacts may include parents, community organizations and other colleagues.

MINIMUM REQUIREMENTS

This position requires a Master's degree, principal certification and teaching certification. The individual should also have the following qualifications:

QUALIFICATIONS:

1. A minimum of five (5) years successful teaching experience.
2. Competent in the use of technology and the understanding of curriculum renewal strategies and comprehensive knowledge of current research.
3. Experience in applying various assessment techniques to evaluate program effectiveness.
4. Knowledge of current instructional theories and practices.
5. Any additional or alternative qualifications as deemed appropriate by the Board of School Directors.

Other Qualifications: Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code).

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

Applicants for employment are required to obtain an FBI Criminal History Record Act 114

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.

Submission of the Sexual Misconduct/Abuse Disclosure Release Form(s) (under Act 168 of 2014)

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands:	Sitting 70%, walking/standing 30% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to lift and/or carry supplies weighing up to 50 lbs. or more Ability to push/pull carts weighing 150 lbs or more Ability to stand or walk for extended periods of the workday.
Sensory Abilities:	Visual acuity Auditory acuity
Cognitive Ability:	Ability to communicate effectively Ability to exercise good judgment Ability to follow written and verbal directions.
Mental:	Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress
Work Environment:	Typical office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.