

JOB DESCRIPTION

TITLE: WORKFORCE ENGAGEMENT COORDINATOR

PRIMARY FUNCTION:

To provide assistance to principals, teachers, and students in the various aspects of Bearcat Bridge including the following: the Chamber Seal of Excellence, Bearcat Bridge Advisory, Career Launch, Career Café, Cars for Careers, a Senior Mentorship, and career fairs. In addition, the Workforce Engagement Coordinator will oversee outreach and initiatives related to connecting the workforce community to our students.

DESIRED QUALIFICATIONS:

1. Candidates with a Bachelor's Degree are preferred.
2. Experience working in the business community.

REPORTS TO:

Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with faculty to develop and implement Bearcat Bridge Advisory activities
2. Develop relationships with the business community which would support the initiatives of Career Launch and Career Café.
3. Identify sponsors for the Cars for Careers program.
4. Serve as a career advisor to students as they prepare their future beyond high school.
5. Place Career Launch students into jobs and mentor them throughout their experience.
6. Establish and monitor Career Café events at the middle school and high school.
7. Participate in the Chamber of Commerce monthly breakfast to develop relationship with the business community.
8. Collaborate with school counselors and Communities in Schools to develop plans for students making plans to participate in Career Launch.
9. Collaborate with elementary school counselors to implement a Career Fair for 4th and 5th graders.

Job Description

Workforce Engagement Coordinator

10. Promote the Chamber Seal of Excellence in the school community and grow the number of students earning the distinction upon graduation.
11. Develop and implement marketing strategies that would grow the Bearcat Bridge program.
12. Evaluate and implement as conditions allow a senior mentorship program.
13. Collaborate with CTE Program Director to provide workforce experiences to our students.
14. Other duties as assigned by the principal or Assistant Superintendent

TERMS OF EMPLOYMENT:

As per contract

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Approved: by the Bristol Virginia School Board on March 14, 2022