

REGIONAL VOCATIONAL PARTNERSHIP DEVELOPER

Code No. 3-18-319
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating school-business partnership programs that identify basic skills and training necessary for students to obtain gainful employment and that promote activities which provide for a smooth transition to the work place. The employee works closely with the Rochester School and Business Alliance, Rochester Chamber of Commerce, Rochester City School District, local and regional school districts, local businesses and industry, and other agencies to assist in determining the community's current and future employment needs and identifying appropriate education and training programs to meet them. The employee reports directly to and works under general supervision from an administrative staff member. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates school-business collaborative programs;

Makes initial contacts and matches business and industry and educational institutions;

Manages the planning and implementation strategies for new partnerships;

Oversees and troubleshoots partnership relationships;

Evaluates the effectiveness and satisfaction of the business and educational partners;

Acts as consultant to job developers and guidance counselors in area centers and local schools;

Communicates the needs of business and industry to the educational institutions;

Works closely with the Rochester School and Business Alliance (SABA) staff, maintains necessary records, and generates SABA quarterly, annual and required evaluation reports;

Attends local, state and national conferences to gain and disseminate information on successful partnerships;

Works with Public Relations to publicize partnership activities;

Prepares annual report for consortium members;

Manages partnership recognition events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the local business community and its employment needs, especially as related to entry level jobs; good knowledge of local educational institutions, their programs, practices and policy as related to student's basic education and skills training; working knowledge of public relations practices and techniques; organizational skill; ability to communicate both orally and in writing; ability to establish and maintain effective working

relationships; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (EITHER)

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent professional* experience in marketing, human resources management, employment interviewing, counseling or staff development and training,** OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years of experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*professional experience does not include secretarial, clerical, reception or similar duties.

**staff development and training does not include informal training of staff in their job duties, nor does it include product training.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 13, 1992