

## **CAREER EDUCATION SERVICES COORDINATOR**

Code No: 4-19-030  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a school district is responsible for managing the operations of the Rochester Area Career Education Collaborative (RACEC), and its services and programs. The employee has responsibility for designing, developing, and delivering RACEC services and programs. The employee reports directly to and works under the general supervision of an administrative staff member. Direct supervision of employees is not a responsibility of this position. 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.)

Manages the daily operations of the RACEC and its services and programs;

Designs, develops, and delivers courses for teachers and internships for RACEC services and programs;

Facilitates career education infusion at all levels in participating districts (K-12);

Provides training programs for administrators and teachers;

Assists in establishing relationships with the private and public sectors regarding their respective roles for career education;

Prepares course/program content and materials for teachers and in part for business leaders who elect to participate in the program;

Prepares promotional material;

Conducts employer outreach;

Develops yearly plan of RACEC objectives, new programs, products, and services;

Ensures that ongoing program goals and objectives are met;

Maintains professional relationships and communications with employers, educators, administrators, RACEC advisory board members, customers, member school districts, and community organizations;

Communicates with and participates in education, community, and school-to-career program entities, advisory boards, executive committees, and regional, state, and national education initiatives;

Prepares proposals and reports for RACEC, special projects, and activities;

Prepares annual budget and monitors monthly progress against budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of program and service design, development, and management; good knowledge career education products and services; good knowledge of career trends and employment opportunities; good knowledge of area job market and employment requirements for a variety of occupational fields; organizational ability; ability to conduct training; ability to plan programs; ability to design, develop, and deliver courses; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; ability to promote programs to teachers and the business community; ability to evaluate services and programs; ability to prepare reports and budgets; initiative; good judgment; dependability; 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 in Education, Communications, Speech Communication, Business Administration, or Public Administration, plus four (4) years of full-time or its part-time equivalent experience in educational program or curriculum development and delivery; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, Communications, Speech Communication, Business Administration, or Public Administration, plus two (2) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State, or otherwise demonstrate your ability to meet the transportation needs of the position.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**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:** 04/07/05