

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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| 7/83 Effective Date | <u>PLACEMENT COORDINATOR,</u> <u>YOUTH ASSISTANCE PROGRAM</u> Job Title | 1.7.18.2 Index |
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1. Primary Function: Establishes the necessary community job sites to operate programs of vocational exploration, work experience, on-job training, and placement.
2. Responsible to: Director of Instruction, South Area.
3. Assigned Responsibilities:
 - 3.01 Analyzes cooperating community sites to determine the learning potential available.
 - 3.02 Documents the results of the analysis of the job sites.
 - 3.03 Organizes and controls the utilization of sites.
 - 3.04 Monitors and resolves placement problems.
 - 3.05 Establishes positive relationships with other agencies involved in job placement activities.
 - 3.06 Establishes and maintains liaison and positive relations with community sites, students, parents, other employers, and School District staff.
 - 3.07 Maintains accurate and complete placement data for reporting purposes.
 - 3.08 Responds in a cooperative and positive manner to supervision.
 - 3.09 Maintains rules of conduct as established for program participants.
 - 3.10 Carries out other duties as assigned by the project coordinator.

Additional Responsibilities:

 - 3.11
 - 3.12
4. Minimum Qualifications:
 - 4.01 Oregon Teaching Certificate.
 - 4.02 Recent successful experience in supervising work experience programs in Salem preferred.
 - 4.03 Demonstrated public relations and communication skills.
 - 4.04 Experience working with government or industry preferred.
 - 4.05 Employment experience in business and industry preferred.
 - 4.06 Experience working with disadvantaged youth preferred.
 - 4.07 Valid driver's license and access to transportation.
 - 4.08 Knowledge of current job market and economic conditions in the Salem business community.
 - 4.09 An established network of current contacts of potential employer participation preferred.
5. Minimum Term of Employment: Teacher contract year plus additional days as required.
6. Salary Level: Placement on teacher salary schedule.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)