

**PIONEER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
JOB LEADS COORDINATOR**

QUALIFICATIONS: Possess at least an Associate Degree and be experienced at making community contacts.

RESPONSIBLE TO: Director of Operations

GENERAL DUTIES: To retrieve and disburse information for effective placement of qualified students, graduates and adults which will assist their transition from school to continuing education or employment.

SPECIFIC DUTIES:

- A. Implement and coordinate a placement system incorporating the resources of business/industry, agencies, staff, students and participating school district
- B. Develop and coordinate pre-employment presentations for all career/technical students and adults
- C. Gather data and maintain file on current students who are on early job opportunities (job placement, internships, job shadowing, etc.)
- D. Coordinate the completion of work permits for minors
- E. Provide assistance in the placement or referral services for current and former Pioneer students
- F. Assist teachers in procuring placement information, resource people and visual materials to be used in the classroom setting.
- G. Coordinate communication between teachers and employment concerning specific students and jobs for which they may be qualified to enter
- H. Disseminate current placement information to students through bulletin boards, brochures, internet, career/technical classes and information sheets, personal interviews, telephone and mail contacts and notices to faculty
- I. Maintain accurate student follow up forms on seniors and graduates.
- J. Perform other duties as assigned by the Superintendent and/or his/her designee