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

**JOB DESCRIPTION
FOR
WORKFORCE DEVELOPMENT COORDINATOR**

QUALIFICATIONS: Bachelor's degree in education and hold valid State Department of Education licensure.
Experience in working with businesses, organizations, groups, school personnel and administrators preferred

RESPONSIBLE TO: Director of Operations

GENERAL DUTIES: Plan, organize, coordinate, supervise and evaluate activities in workforce development for organizations and businesses located in and around the vocational education planning district. Follow the guidelines as established through the Ohio Department of Education

SPECIFIC DUTIES:

1. Program leadership and promotion of the program in accordance with state and local standards
2. Identification and coordination of candidates and/or staff personnel
3. Planning, organizing, directing, marketing, budgeting and evaluation of program activities
4. Accounting of expenses and fiscal operation in accordance with state and local guidelines and procedures, as directed
5. Responsible for supervision of all phases of program operations
6. Responsible for leadership and training of self, staff, teachers, administrators, guidance counselors, parents, community members in workforce development activities
7. Evaluate program activities and fiscal operations
8. Prepare and maintain documents, reports, proposals, literature, articles, and other materials, as appropriate
9. Prepare, submit, and manage grants as directed
10. Develop, deliver and supervise courses, seminars, workshops, speaking engagements, relating to activities of workforce development to community members
11. Coordinate Career Coaching activities and programming
12. Assist with and recruit for Career-Technical Lab Advisory Committees
13. Attend state and local meetings, as directed
14. Serve as public relations catalyst for the Workforce Development program
15. Perform other duties as assigned by the Superintendent and/or his/her designee