Board-adopted
September 21, 2026

PIONEER CAREER AND TECHNOLOGY CENTER

27 RYAN ROAD
SHELBY, OHIO 44875

JOB DESCRIPTION
FOR
CAREER DEVELOPMENT COORDINATOR

QUALIFICATIONS: Possess a Bachelor Degree in education and hold a valid State Department of Education certificate/license. Experience in working with organizations, groups, school personnel and administrators preferred.

RESPONSIBLE TO: Assistant Director, High School

GENERAL DUTIES: Plan, organize, coordinate, supervise and evaluate activities in the career technical education planning district.

SPECIFIC DUITES:

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 expense 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, professional development and training of self, staff, teachers, administrators, guidance counselors, parents, community members in career development activities.
7. Act as a liaison with the staff of associate schools, community organizations and local businesses for career development activities.
8. Prepare and maintain documents, reports, proposals, literature, articles and other materials, as appropriate.
9. Assist in non-traditional activities that pertain to but are not limited to the recruitment of non-traditional students.
10. Develop, deliver and supervise courses, seminars, workshops, speaking engagements, relating to activities of career development to community members.
11. Attend state and local meetings as directed.
12. Provide Assistant Director, High School and Superintendent with progress reports.
13. Perform other duties as assigned by the Superintendent and/or his/her designee