Board-adopted
September 21, 2026

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: Assistant 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