Board-adopted
September 21, 2026

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

JOB DESCRIPTION FOR JOB TRAINING COORDINATOR

QUALIFICATIONS: A minimum of a valid standard career/technical job training certificate/license or a valid standard special education certificate/license with a Transition-to-Work endorsement and satisfactory experience as a work study coordinator. The job training coordinator will be required to participate in a pre-service program as a pre-requisite to unit funding in the area of employment or teaching assignment.

RESPONSIBLE TO: Assigned supervisor

GENERAL DUTIES: The Job Training Coordinator will be responsible for conducting the program in keeping with the philosophy and objectives of Pioneer and its adopted policies. The coordinator shall provide well-planned instructional experiences that will offer students an opportunity to gain knowledge, proper attitude and skill in finding and keeping a job.

SPECIFIC DUTIES:

1. Establish contact with community employers for the development of specific job training and placement sites
2. Develop linkages among other agencies to assure effective transitions from school to work for students with disabilities
3. Provide job placement, work monitoring and job adaptation for students with disabilities
4. Coordinate job coach activities
5. Perform specific job analysis, task analysis and job-matching activities
6. Provide assistance in the assessment of the career/technical potential of identified students with disabilities for placement in this program
7. Assist in the development of the IEP and the implementation of specific career/technical components of the IEP, including job training and specific plans for effective transitioning from school to work
8. Serve as a liaison with participating school districts regarding all Job Training Coordinator activities
9. Assist special education personnel in developing more effective pre-career/technical curriculum activities for participating students
10. Evaluate and record student progress
11. Provide individual assistance to students
12. Conduct job placement and follow-up of students in cooperation with lab instructors and the Communications/Job Leads Coordinator

13. Work with service agencies to assist students in receiving services available to them before and after graduation
14. Develop training plans with students and their employers
15. Provide a monthly calendar listing activities completed, employer visits made and students worked with during time period
16. Display initiative, enthusiasm and other personal characteristics necessary to operate an effective program
17. Accept responsibility for high quality standards to help students obtain and maintain jobs
18. Organize an advisory committee and meet according to the Master Agreement.
19. Participate in faculty and departmental meetings, in-service education, parent conferences and recruitment and orientation of students
20. Support and become involved in vocational and/or youth activities
21. Support the educational interest of the students and their parents
22. Work cooperatively with school personnel, service agencies, employers, students and parents when setting up individual work programs for students
23. Perform other duties as assigned by the Superintendent and/or his/her designee.