

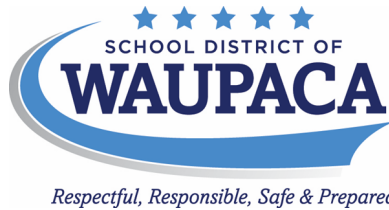
**POSITION DESCRIPTION**  
**Waupaca Works Coordinator**

**ORGANIZATIONAL RELATIONSHIPS**

The Waupaca Works Coordinator will facilitate relationships with business/industry, post-secondary institutions, and the military to support students' exploration of and transition to postsecondary education and employment. Working in collaboration with staff and employers, the specialist will perform the following responsibilities.

**PERFORMANCE RESPONSIBILITIES**

1. Promote career awareness, exploration, and planning.
2. Facilitate business, education, and community partnerships that provide classroom and work-based learning opportunities for students.
3. Promote and facilitate the integration of career research and work-based learning opportunities in high school and middle high school courses.
4. Facilitate programs (career fairs, tours) supporting career exploration and planning as requested by the CTE coordinator.
5. Submit youth apprenticeship documentation to DPI.
6. Provide career development, occupational, labor market, non-traditional career, and postsecondary information to educators.
7. Accurately track hours submitted by students in YA and WE.
8. Take a leadership role in the implementation of Xello, 5-12 grades.
9. Assist with coordination of grant programs such as: Carl Perkins, Rotary, and Incentive.
10. Create & maintain good public relations with school personnel and businesses and industry partners by participating in local, regional, and national professional organizations.
11. Collaborates and works closely with guidance counselors and classroom teachers to provide ACP resources.



12. Interact with district leaders, community partners, and others to share information and resources and coordinate activities.
13. Act as a resource for students, staff, parents, and our community for ACP.
14. Perform workplace visits for Work Experience and Youth Apprenticeship students.
15. Responsible for end-of-year reporting and CTE Snapshot while keeping accurate data for ACT 59 reimbursements through YA and Certifications

#### **PERSONAL ATTRIBUTES REQUIRED**

1. Attentive to detail and highly organized.
2. Ability to work productively in a team and as a self-starting individual.
3. Ability to explain complicated processes clearly.
4. Ability to effectively manage time.

#### **QUALIFICATIONS**

1. High school diploma and leadership experience
2. Proficient in Microsoft Office and Google applications

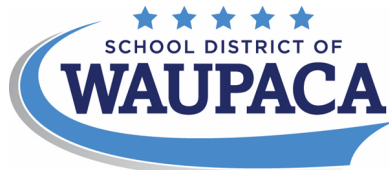
#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to walk, sit, or stand for prolonged periods.
- Further, the employee must be able to operate a computer and keyboard, have near visual acuity to review written documentation, lift horizontally and vertically, bend, and stoop.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



*Respectful, Responsible, Safe & Prepared*

The work environment is in an office that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard office setting. The noise level in the work environment is usually low to moderate.

**TERMS OF EMPLOYMENT:**

The workday shall be established by the supervisor and shall be at least 7.5 hours per day, but may exceed 8 hours per day, excluding 1/2 hour for a duty-free lunch, if arrangements are made by the supervisor. Workdays may consist of working evenings and or weekends. Workdays of 5 hours per day or less shall not have a scheduled lunch period. The yearly schedule shall normally consist of at least 190 days per year excluding holidays, unless a different yearly schedule is approved by the District Administrator.

- Reports to the CTE Coordinator

**EVALUATION:**

The performance of this job will be evaluated by the CTE Coordinator Administrator in accordance with provisions of the Board's Policy on Evaluation of Waupaca Works Coordinator.

CREATED: 05.01.2008

UPDATED: 01.10.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.