
**ST. CLAIR COUNTY TECHNICAL EDUCATION CENTER
SCHOOL-TO-WORK COORDINATOR and HEALTH CAREERS INSTRUCTOR****POSITION SUMMARY**

The School-to-Work Coordinator functions as part of the Health Careers program instructional team and is responsible for the delivery of work-based learning activities. Therefore, the STW Coordinator will assist the classroom instructors with job shadowing, mentoring, and work experience activities for first-year students and will facilitate the delivery of work-based instruction for second year students. The STW Coordinator will monitor the activities and progress of second year students who are placed at internship sites or paid work-based sites.

QUALIFICATIONS

- Education:** Bachelor's Degree in nursing or an Associate's Degree in nursing.
- Certification:** Secondary teaching certificate, valid in the State of Michigan with vocational endorsement in Therapeutic Services CIP 51.0000 is preferred. Registered nursing license in the State of Michigan is required. Nurse Aide Trainer certification is required.
- Experience:** Two or more years (4,000) of recent and relevant work experience as a registered nurse, with at least one year of experience providing skilled nursing care and related services to individuals who require non-hospital residential medical, nursing or rehabilitation services.

ESSENTIAL JOB RESPONSIBILITIES

1. Implement and maintain a comprehensive work-based education program for assigned occupational areas through the following activities:
 - a. Develop work-based education sites with employers including employer orientation/training.
 - b. Develop and maintain Health Careers related employer data base.
 - c. Serve as a resource for countywide career development activities related to Health Careers.
 - d. Work with instructional staff to identify students for work-based education and match student with site.
 - e. Establish work-based education agreements with student, employer, parent, and instructor.
 - f. Monitor student progress, work habits, career path and adherence to work-based agreement through regular site visitations.
 - g. Monitor employer's adherence to work-based agreement and risk management through regular site visitations.
 - h. Keep up to date and accurate educational records.
 - i. Continuously develop, evaluate and update curriculum for the work-based learning program.
2. Provide Nurse Aide Trainer services for Nursing Assistant training students, as needed.
3. Conduct clinical practice skills for Nursing Assistant students, as needed.
4. Continuously promote the Health Careers work-based education program with students, parents, educators, agencies, and employers through a planned communication process.
5. Provide job placement services for the students.
6. Establish and maintain a strong partnership with the post-secondary partners.
7. Utilize the support services of case managers as needed.
8. Recruit and maintain an active advisory committee.

9. Assist students in seeking and retaining employment related to their training.
10. Work cooperatively with parents and staff of local school districts. Maintain good public relations with the community at large.
11. Must be able to stoop, bend, squat, pull, push, twist, stand for long periods of time and have the ability to lift up to 50 lbs.

**THIS LIST OF ESSENTIAL JOB RESPONSIBILITIES IS NOT EXHAUSTIVE
AND MAY BE SUPPLEMENTED AS NECESSARY.**

RELATED JOB RESPONSIBILITIES

1. Participate in certification and awards programs.
2. Maintain strong professional relationships with business industry.
3. Follow policies and procedures set forth in the Staff handbook, Student Handbook and Board of Education Policy Manual.

CONDITIONS OF EMPLOYMENT:

Position Employment Date: 2018-2019 school year-upon board approval, pending background check and drug screening
Length of Contract: 185 Day School Year
Salary: per the IEA Contract
Fringe Benefits: per the IEA Contract

PROCEDURE

Complete on-line application at www.sccresa.org including letter of interest, resume and credentials by July 17, 2018.

Sandy Vince
Human Resource Department
St. Clair County RESA
PO Box 1500
Marysville, MI 48040
Fax: (810) 364-5235

The Board of Education of the St. Clair County Regional Educational Service Agency complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and Michigan State Department of Education.

It is the policy of the RESA Board of Education that no person on the basis of race, color, religion, gender, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap, sexual orientation, gender identity or expression or legally protected, classification shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible, or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background check with law enforcement agencies