

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION  
**COOPERATIVE EDUCATION COORDINATOR**

QUALIFICATIONS:

- Licensed or licensable as a Vocational Technical Cooperative Education Coordinator
- Must hold Educator Licensure from the Massachusetts Department of Education
- Minimum five years teaching experience as a vocational-technical teacher or guidance counselor
- Excellent interpersonal and organizational skills

REPORTS TO:

Career and Technical Education Directors

RESPONSIBILITIES:

1. Coordinate the Cooperative Education program for all eligible students in grades 11 and 12, giving qualifying students the opportunity to participate in paid and unpaid apprenticeships or employment programs in their career areas for academic credit.
2. Develop relationships and maintain ongoing communication with partners and prospective employers who might participate in the Cooperative Education Program.
3. Oversee the application process, including the work permit, the Student Agreement, the Employer Agreement, coordination of the CORI background checks, and maintaining student and employer files.
4. Arrange for, and assist students with, preparation for all aspects of the employment process, including interviewing skills, resumes, cover letters; provide general employment counseling.
5. Communicate with parents and caregivers on an ongoing basis to support students throughout the placement process.
6. Organize a career informational exposition to provide students the opportunity to network with professionals in various fields.
7. Make required periodic visits to the places of employment; evaluate employers and worksites for safety and educational suitability.
8. Adhere to the Chapter 74 Cooperative Education guidelines.
9. Evaluate student performance and implement a grading and progress report system for cooperative education students.
10. Supervise the distribution, collection and tabulation of all work hours for students

participating in the Cooperative Education Program.

11. Review students' reports cards, attendance and discipline each trimester to determine continued eligibility; monitor students in danger of failing.
12. In collaboration with the Career and Technical Education Directors organize and schedule the Senior Showcase Portfolio reviews for seniors; invite industry partners.
13. Collaborate with the North Shore Career Center and the Workforce Investment Board of the North Shore with regard to employment opportunities and programs for students, such as job fairs, summer youth employment programs, etc.; attend meetings and events, as appropriate.
14. Work with instructors in all of the Career and Technical programs, as well as members of the Advisory committees, for assistance in preparing and placing students.
15. Work closely with guidance counselors and technical teachers to place identified students in their career fields upon graduation; form partnerships with potential employers throughout the region to assist graduates with job placement.
16. Accept any additional responsibilities not inconsistent with the position when assigned by the Career and Technical Education Directors.

#### TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is part of the Hathorne Teachers Federation Collective Bargaining Agreement.
2. In addition, the position includes school year plus up to ten (10) additional days beyond, to ensure coverage of the Cooperative Education Program through the summer months.