



Pickens County Board of Education Job Descriptions

APPRENTICESHIP COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 11 Month

REPORTS TO:

QUALIFICATIONS:

1. Bachelor's degree recommended with masters degree preferred.
2. Minimum three (3) years in training or supervision. Project management experience preferred.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- A sufficiently high level manager in the system to have delegated the authority and responsibility to facilitate and coordinate across multiple school levels (high school and middle school), multiple school sites, and instructional programs.
- Plans, guides, monitors, directs and evaluates the operation and administration of the system-wide apprenticeship program. Coordinates activities among students, parents, high schools, industry sponsors, and post-secondary institutions as they relate to youth apprenticeships.
- Define needs, establish program goals, and formulate policies and procedures for recommendation to the local board of education.
- Develop objectives, implementation strategies, timetables and evaluation indicators for youth apprenticeship program components.
- Establish and maintain a systematic process of youth apprenticeship program assessment.
- Plan and carry out a coordinated public relations and promotional campaign informing and educating all aspects of the community about youth apprenticeship programs
- Serve as liaison among schools, parents, students, the community, industry and post-secondary institutions
- Establish and maintain appropriate advisory committees.

- Develop and coordinate the utilization of career exploration and counseling programs and resources for pre-apprentice and apprentice students in conjunction with guidance and counseling personnel.
- Develop and manage a process for recruitment and selection of apprentices, including publicizing, screening, verifying credentials, interviewing and choosing apprentices.
- Identify and promote comprehensive revisions of system schedules and other administrative structures.
- Adapt student schedules in coordination with curriculum coordinator.

Desirable skills, abilities and behavioral characteristics

- Organizational skills.
- Excellent interpersonal skills, especially in networking and collaborative relationships at all levels.
- Ability to coordinate, design, sequence, and structure school-based and work-based activities.
- Ability to develop and supervise the completion of assignments and tasks.
- Familiarity with educational progress, local businesses and civic organizations.
- Prompt and regular attendance.