



Cincinnati Youth Collaborative CPS Career-Based Learning Coordinator

Position- Cincinnati Public Schools' Career-Based Learning Coordinator

Reports to: CYC Chief Program Officer (Administratively)
CPS Career-Based Learning Manager (Daily Management)

Location- Schools and CPS Central Office

Education & Experience Requirements:

- Bachelor's in Education or Business, Master's Preferred
- Managed data bases and has experience using Excel,
- Worked with community partners, and has Recruiting knowledge.

Qualifications-

- Goal orientation with a high level of energy, enthusiasm, and dedication to the mission and goals of the CYC and CPS
- Exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility, and motivate school employees to engage in program initiatives
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities
- Proven success working with students, parents, volunteers, school staff, and business professionals in a variety of settings

Performance skills-

- Strong organizational skills
- Data collection skills and Excel knowledge
- Knowledge of state and federal child labor laws and worker permit regulations
- Analytical skills to interpret student assessment results, behavior, and work capabilities
- Communication skills needed to effectively relate to all stakeholders
- Knowledge of work demands and work ethics across a variety of business settings
- Collaboration skills to work with school and CYC staff

Responsibilities-

- Promote and assist with career research and work-based learning opportunities into academic classes
- Research educational and career opportunities for the purpose of providing schools with information on educational and career opportunities

- Provide information and direction to schools as it relates to career based learning
- Take direction and assignments from staff over Career-Based Learning at CPS as necessary
- Train school staff and business professional on programs and expectations
- Disseminate information on career-based learning programs to employers, students, teachers, principals, and counselors
- Conduct workshops and presentations to students, teachers, and administrators or the purpose of providing information regarding occupational programs, services and other post-high school opportunities
- Facilitate linkages with parents, business/ industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment
- Provide career development, occupational, labor market, nontraditional career and postsecondary information
- Develop and implement strategies to acquire business ties for student placements and maintain positive relationships with businesses in the community
- Coordinate employer and school partners for the purpose of meeting career education objectives
- Recruit new businesses and organizations to provide quality career-based and school-based learning opportunities for students
- Provide and coordinate activities for students to develop employability skills
- Maintain databases of business and industries who are willing and have participated in career based learning events through CPS to serve students
- Coordinate employer and school partners for the purpose of meeting career education objectives
- Recruit new businesses and industries willing to participate in career based learning
- Research and explore emerging careers
- Coordinate internships, job shadowing, service learning, mock interviews, career expos and other career-based learning programs that relate to worksite learning
- Participate in professional development activities at the local, regional, state and national levels related to career based learning
- Serve as a liaison between the district staff and school staff for 8 or more schools

To Apply: Qualified interested candidates may apply in confidence by submitting cover letter, resume and salary range, as well as completion of the on-line application, to:

Janet Ziegler
 Human Resources
 hr@cycyouth.org

CYC is an Equal Opportunity Employer