

POSITION DESCRIPTION

TITLE:	District High School Internship Coordinator	SUPERVISOR:	Director of Secondary Education
DEPARTMENT:	Division of Teaching & Learning	CLASSIFICATION:	Certified

I. Accountability Objectives:

The district’s High School Internship Coordinator is responsible for providing leadership for the ECASD high school program under the direction of the Director of Secondary Education. Position objectives include: 1) developing the district’s high school program; 2) finding appropriate job sites for students; 3) coordinating efforts with the Secondary Curriculum Coordinator; 4) maintaining careful records and reporting of information to the state; and 5) evaluating the success of the program.

II. Position Characteristics:

Salary: Set annual by Board of Education
Length of Contract: Varies

III. Position Relationships:

Reports to: Director of Secondary Education
Coordinates with: Principals, teachers, business leaders, industry leaders, mentors, parents, students, central office administrators, curriculum coordinators
Type of Coordination: Development of district high school work based learning program

IV. Position Qualifications:

- A. Required Qualifications:
 Experience in working with school to work programs. Wisconsin teaching certificate, three years minimum teaching experience.
- B. Desired Qualifications:
 Career and technical education teaching experience; work supervision experience
- C. Special Requirements:
 Excellent writing and public speaking and interpersonal speaking skills, outstanding organizational and planning skills, ability to work with individuals and groups of varying backgrounds, ability to develop effective partnerships between educators and businesses and community, desire to serve as a team player, ability to facilitate groups, outstanding problem solving and conflict resolution skills, excellent leadership skills. Willingness to work a flexible schedule in order to meet the needs of businesses and students.

V. Position Responsibilities:

- A. Promotes all areas of work-based learning and the internship program through parent/student meetings, business meetings, and council meetings, etc.
- B. Directs application process.
- C. Generates state and local paper work for terminations, training agreements, reports, evaluations, grades, etc.
- D. Gathers all applications, informs teachers in each school, arranges interviews, and places a new student in positions.
- E. Develops new sites in all areas.

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- F. Assists Secondary Curriculum Coordinator with all state and federal grants for work-based learning.
- G. Works with Secondary Curriculum Coordinator to organize and facilitate School to Career Council Meetings.
- H. Assists teachers in developing Programs of Study (POS).
- I. Provides mentor training and maintains on-going and effective communication with mentor.
- J. Visits every site hosting students to evaluate and grade students with input from the worksite mentor.
- K. Continues to develop a communications network between the teacher, student, mentor, parents, and school.
- L. Facilitates Employability Skills Training for students.
- M. Develops a public information and marketing strategy.
- N. Performs other duties as assigned.

*Eau Claire Area School District
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New: 05/2000 High School (site) Youth Apprenticeship Coordinator
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