



JOB DESCRIPTION

Job Title	Youth Apprenticeship Coordinator
Department	Teaching and Learning
Reports To	Director of Academic Services
Classification	Certified
Location	District High School
Salary	
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Youth Apprenticeship Coordinator works with Student Services and Academic services to promote and coordinate the Youth Apprenticeship Program. Additionally, these positions support building level mentors and building level student credential and certificate programs in Career and Technical Education.

Essential Job Functions

- Provides support and assistance with coordinating the annual interview day.
- Ensures that end of program documentation is collected and submitted.
- Assists with identifying and communicating courses eligible for various pathways.
- Acts as a resource to answer general questions and provides information about the Youth Apprenticeship program.
- Recruits and develops other teachers to be Youth Apprenticeship mentors for students.
- Provides support for building level student credential and certificate programs in Career and Technical Education.
- Promotes the Youth Apprenticeship program and helps to recruit potential participants.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin teaching certification at the secondary level.
- Career and Technical Education teaching experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of three years' successful teaching experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent verbal and written communication skills.
- Strong organizational and planning skills.
- Ability to work with individuals and groups of varying backgrounds.
- Demonstrates the use and understanding of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.