

**AKRON PUBLIC SCHOOLS**  
**APPLITRACK JOB ID #1714**  
Department of Human Resources

**JOB TRAINING COORDINATOR (JTC)**

Posting Opens May 16, 2019

Posting Closes May 26, 2019

The Akron Board of Education announces an opening for Job Training Coordinator (JTC). Job Code 006, Time Schedule 380 (190 days), Salary TBD. Extended time may be required before and/or after the school year for this position which would be compensated at the hourly extended time rate. Collective Bargaining Unit- AEA. This is a State Teachers Retirement System position.

Application must be made electronically through <http://www.applitrack.com/akron/onlineapp/>. Please upload a letter of interest, resume and a current copy of appropriate license and/or certificate, in addition to completing the online application. The Superintendent reserves the right to either keep the position open until suitable applicants are found or to cancel and repost the position with such changes as may be deemed appropriate. For further information, please contact Rachel Tecca, Director, Office of College and Career Academies of Akron, 330-761-3131 or Human Resources, 330-761-2946.

**QUALIFICATIONS - Required:**

- Bachelor's Degree;
- Hold a valid teaching certificate/license issued by the state of Ohio in Career Technical Education (CTE); **and/or**
- Hold a valid certificate/license issued by the state of Ohio in Special Education/Intervention Specialist; **and**
- Currently hold a Transition to Work (TTW) endorsement; **or**
- Hold a grandfathered (TTW) endorsement as a VOSE coordinator or work-study coordinator;
- In addition to teacher certification/licensure, the applicant will obtain and keep current all industry standards certification/credentials or designations required by the state for career technical funding;
- Verify two years of satisfactory teaching experience under a standard teaching license;
- Verify at least two years of full-time work experience outside of education;
- Pass the Resident Educator prescribed by the State Board of Education to verify basic skills and technical competence in the teaching area; test to be given prior to the issuance of the teaching license;
- Ability to use computer hardware and software applications and a variety of other technology.

**Note: A copy of your teaching certificate/license and Transition to Work endorsement must be submitted to the Department of Human Resources by date of interview.**

**Desired:**

- Experience supporting the education of students with multiple needs by the development, implementation and evaluation of Special Education Individual Education Plans (IEP).
- A commitment to annually updating educational trade skills.
- A commitment to working with students, professionals, and community members in a multi-cultural setting.

**POSITION DESCRIPTION:**

- Work with the Office of College and Career Academies of Akron and be responsible for the program, recruitment of students, secure community partnerships, market program successes, develop course of study, plan in-service, participate in group activities and take part in action research when appropriate;
- Work with the Office of College and Career Academies of Akron to design, organize, and deliver skill-training programs as outlined by the Quality Program Rubric;

- Assist in the development of the curriculum outline, guides and graded course of study utilizing the Content Learning Standards appropriate for the program in accordance with the guidelines of the Ohio Department of Education;
- Plan, instruct, and manage required student occupational opportunities through school-based learning, work-based learning, and connective activities. Examples include, but are not limited to, classroom instruction, speakers' bureau, field experiences, shadowing, internships, mentoring, college visits, early placement, advanced training options, and apprenticeships;
- Plan and teach a Foundation class;
- Establish and work closely with a Business Advisory Committee (BAC) as outlined by the Quality Program Rubric;
- Work with the Local Professional Development Committee (LPDC) to develop an Individual Professional Development Plan (IPDP), as mandated by the State of Ohio to maintain Proper certification/license;
- Keep in close contact with the home through phone calls, visits, parent/teacher conferences, report card pickup, and written communications;
- Promote and participate in local, state, and national student organization activities;
- Assist in developing, maintaining, and modifying student's Individual Career Plan evolving to a Student Plan upon graduation. The passport should list occupational skills obtained at the conclusion of the training program and individual long-term goals;
- Provide students pathways to further education, as well as, assist them in securing employment;
- Provide students pathways to obtain industry certification/credential;
- Work to improve student outcomes and test scores whenever possible, especially the Ohio Graduation Requirements and the Ohio Career Technical Competency Assessment (OCTCA) through practical applications of academic standards;
- Enhance Classroom instruction by implementing technology;
- Maintain a complete file of all necessary work permits, student identification material, internship, early placement material which includes, but is not limited to, permission slips, training agreements, training plans, parent-student agreement, and documentation of employment supervision;
- Operate the laboratory, when open to customer service (where applicable), in an industry-approved method incorporating acceptable business practices;
- Complete necessary reports, forms, and accounting procedures required by the building principal, Office of College and Career Academies of Akron, auditor and the treasurer;
- Maintain an inventory of supplies and equipment in the laboratory;
- Report to and carry out any other responsibilities as assigned by the building principal.

**IF YOU REQUIRE ANY SPECIAL SERVICES (SUCH AS INTERPRETER, BRAILLE OR LARGE PRINT, OR WHEELCHAIR-ACCESSIBLE ACCOMMODATIONS) COVERED UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990, PUBLIC LAW 101-336, SECTION 102, PLEASE CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-761-2935. IF YOU ARE USING A TTY/TTD, PLEASE CALL THE OHIO RELAY SERVICE, 1-800-750-0750.**

**AKRON PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.**