



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 10/13/2015

Career Specialist Coordinator

JobID: 3086

Position Type:

Professional Support Services/Coordinator

Closing Date:

10/23/2015

Date Posted:

10/12/2015

Location:

KRESA/Service Center

Division:

Education for Employment (EFE)

Position Type:

Full-time, 10-Month

Responsibilities:

Develops and coordinates career development programs for all students in Kalamazoo County. Locates and evaluates prospective training stations. Oversees, monitors, records and evaluates co-op education, apprenticeship training, internship placements and other work-based learning collaborative partnerships/activities with internal and external partners. Participates in professional development activities (workshops, meetings, seminars, memberships in organizations) to keep abreast of current changes affecting youth labor laws. Correlates school and work schedules with employed and non-employed (internships) student-learners, as well as faculty and training sponsors. Provides and monitors work-based learning in Education for Employment and the Early Middle College programs. Coordinates and facilitates business and industry advisory committees countywide. Serves as liaison in area trade organizations (i.e. Habitat for Humanity, Homebuilders Association, AYES, IBEW, KHRMA). Stays abreast of recent trends in career pathways. Compiles and studies occupational, educational and economic information to aid students in making and carrying out career and technical educational objectives. Accurately completes local and state required forms and reports. Assists with monitoring student employability skills. Revises employability skills manuals, course descriptions and other related documents for publishing. Assists with EFE/EMC/EFA staff in planning and/or participation of events. Assists in coordination of technical assessments. All other duties as assigned.

Qualifications:

Must have valid Michigan teaching certificate with occupational (CTE) endorsement/authorization. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Teaching experience preferred. Recent experience working with business and industry, labor groups, and or other organizations is preferred. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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