SCHOOL-TO-CAREER
EMPLOYMENT SPECIALIST
Job Description

- Secure student placements with community business/agency partners.
- Act as liaison between program, businesses and communities.
- Meet with local and civic organization. Introduce program to community and secure worksites for potential internships.
- Accompany students on interviews or initial visits to placement sites.
- Inform employers about program rules and responsibilities and monitor to make sure they are in compliance of program rules and child labor laws.
- Maintain an updated list of current employers’ addresses and telephone numbers.
- Provide Central Office (Peggy Amaral) with names and addresses of businesses for insurance certificates.
- Monitor daily absentee list and inform employers when students are absent from school.
- Provide transportation to students using school owned van.
- Maintain cleanliness of van, keep gas tank full and notify transportation about maintenance issues regarding van.
- Coordinate bus/transportation schedule with Dave Correia (Director of Transportation) when bus is needed due to van not being available or any other transportation issues.
- Coordinate van schedule with Bridget Sawyer (Front Office)
- Provide students with the weekly timesheets and monthly calendars.
- Visit and call business partners regularly to inquire about student performance while at job placements.
- Organize and maintain student binders.
- Assist classroom teacher with academic component of STC Program.
- Assist in coordination of field trips, job-training opportunities, open houses that assist and introduce students to opportunities available to them.
- Assist students in college, vocational searches and completion of college applications, etc.