

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ELECTRICAL APPRENTICESHIP COORDINATOR / INSTRUCTOR

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE

QUALIFICATIONS:

- (1) Certified by the state of Florida in appropriate Vocational Area.
- (2) Licensed Journeyman Electrician.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of student growth and development. Knowledge of prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of use of current technology. Ability to utilize information and materials that are relevant to assignment. Ability to utilize language and terminology that are relevant to assigned. Ability to use feedback techniques. Ability to correspond effectively, both orally and in writing with students, vocational workers and members of vocational agencies. Ability to plan, organize and prioritize activities.

REPORTS TO:

School Director

JOB GOAL

To coordinate the ECF Apprenticeship program, including acting as a liaison between the contractors, apprentices, SCTI and State Department of Labor to assist apprentices in successful completion of the program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop database and mailing list of all area electrical contractors.
- * (2) Establish and maintain regular contact with area contractors by mail, telephone and personal visits.
- * (3) Meet with individual contractor employees to promote apprenticeship and explain the importance of education to the workers.
- * (4) Establish and maintain regular contact with enrolled students to continually “resell” apprenticeship and boost morale.
- * (5) Establish contact with area Equal Opportunity Agencies and actively promote recruitment of female and minority students.
- * (6) Establish database and records in strict compliance with Florida State Department of Labor as specified in Standards.
- * (7) Track 8000 OJT hours and assign to work process categories for each student.
- * (8) Establish and maintain hard copy and computer file of OJT hours, class attendance and grades for each student as required.
- * (9) Develop monthly reports for each participating contractor advising of employee’s progress.
- * (10) Notify students and employer of excessive absences and/or failing grades in a timely manner.
- * (11) Maintain and file attendance and grade reports as required by SCTI.
- * (12) Advise Committee of apprentice program and areas of concern as necessary.
- * (13) Report noncompliance of minimum wage standards to committee.

ELECTRICAL APPRENTICESHIP COORDINATOR / INSTRUCTOR (Continued)

- *(14) Encourage teachers to submit required reports in a timely manner.
- *(15) Identify Apprentices of the Month for each year of instruction.
- *(16) Develop eight-semester lesson plan and course of study.
- *(17) Develop standardized tests for twenty-four (24) marking periods.
- *(18) Coordinate efforts to ensure a comprehensive course of study to run simultaneously in three (3) locations.
- *(19) Submit all assignments and tests to committee to assure trade relevance and assess contractor needs.
- *(20) Meet with teachers to identify and revise relevant areas of instruction.
- *(21) Encourage others to express differing opinions and ideas.
- *(22) Provide leadership and direction for others by appropriate example.
- *(23) Offer suggestions for growth.
- *(24) Show respect for and acceptance and understanding of others.
- *(25) Assist in the development of a pleasant working environment.
- *(26) Project a personal image which reflects well on the position of vocational instructor.
- *(27) Participate in learning experiences that will update and expand knowledge of your vocation.
- *(28) Abide by the "Principles of Professional Conduct" published by the Educational Standards Commission.
- *(29) Model professional and ethical conduct when dealing with students, peers, contractors and the community.
- *(30) Perform and fulfill all professional responsibilities.
- *(31) Prepare all required reports and maintain all appropriate records.
- *(32) Support school improvement initiatives by active participation in school activities, services and programs.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities