

Paris Cooperative High School JOB DESCRIPTION

Position Title: Interrelated Cooperative Education Coordinator

Department: Certified Staff

Reports to: Principal

Sponsor: Rob Boyars

Stipend: \$1,926.00

SUMMARY

In accordance with school policies and procedures, the Interrelated Cooperative Education Coordinator is responsible for planning, developing, implementing, operating, evaluating, and adjusting cooperative education plans. As well as describing and interpreting the Coop program to administrators, faculty parents, and the community. This position is renewed on a yearly basis by the Board of Education.

DUTIES

1. Meets State certification requirements.
2. Manages an admission system for students and approves all job placements.
3. Evaluates and places students at training stations.
4. Develops instruction plan to guide the training of each student.
5. Conducts regularly scheduled on-site instruction.
6. Conducts regularly scheduled on-site job visits with each student and keeps logs of all meetings.
7. Manages a system of public relations that creates and maintains a desirable public image.
8. Oversees student work performance by checking with employers quarterly and keeping records of the hours each student works.
9. Involve teachers, administrators, and other agency personnel in the operation of the cooperative plan to assure continued support.
10. Helps coordinate end-of-year co-op lunch in conjunction with students including certificates and thank you notes to employers.
11. Performs other tasks as assigned related to job area.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of all staff.

SCHEDULING

The schedule is subject to change with district demands. Overtime is required when requested.