

SCHOOL-TO-WORK COORDINATOR  
MIDDLE SCHOOL  
JOB DESCRIPTION

Qualifications: (minimum)

1. Certified as a teacher by the West Virginia State Board of Education employed as a professional educator in one of the schools that you are applying to represent.
2. Exhibits knowledge of the School-to-Work initiative.
3. Ability to communicate effectively with students, school personnel, parents, and community business and industry officials.
4. Ability to work cooperatively with others.

Immediate Supervisor: School-to-Work Project Director

Duties and Responsibilities:

1. Serve as the school representative, liaison and contact person for and between the school faculty, STW Project Director, STW Partnership Committee, State STW Office, and Business and Industry.
2. Attend STW Partnership meetings and workshops when required by the project director.
3. Serve as resident expert on STW to faculty and staff.
4. Coordinate data collection for STW reporting.
5. Serve as a facilitator in the development and coordination of curriculum at and between schools.
6. Serve as a coordinator of work-based learning for the school.
7. Other duties as assigned by the STW project director.