

Career & Technical Education Coordinator Administrative Assistant (Youth Apprenticeship Support)



Estimated hours per week may vary from 20 hours to 25 hours to directly support expanding roles associated with Youth Apprenticeship Support for the Career & Technical Education (CTE) Coordinator. This administrative support is to provide direct support to the CTEC for the growing Youth Apprenticeship program and increased operational needs due to the dissolution of the Dane County School Consortium and their previous operational support that will no longer be available. The following is a list of duties that range from general CTE administration tasks to collaborative support to facilitate the expanding number of Youth Apprenticeship positions.

★ January - March:

- Gather state required data on ~250+ WCSD graduates (CTE Concentrators) one year after graduation, including but not limited to, outreach to students and families to determine Current Educational Status (Post-Secondary, Other Training, Not Enrolled) and Current Employment Status (Employed, Military, Volunteer, Unemployed, Not Pursuing Work). Outreach would include development and distribution of surveys, phone calls to families/students, and other alternative means of gathering data to attain at least the minimum of an 80% response rate.
- Verify Youth Apprenticeship applications are completed in full and follow up with families for any missing information such as letters of recommendation or incomplete applications. Monitor status of applicants through the **application process** and schedule interviews with the CTE Coordinator.

★ April - October:

- Submit all required Youth Apprenticeship Department of Workforce Development documents to the Workforce Development Board of South Central Wisconsin or CBasers Database (i.e. training agreements, end-of-program checklists, and facilitate the submission of additional documentation for special student populations who qualify for additional services). Additionally, assist students when needed with the enrollment process for offsite related coursework and implementation of schedule recommendations with a student's school counselor.

★ October - December:

- Utilize developing CTE criteria to designate in Infinite Campus the career pathway concentration area (2 or more courses in a program area) for junior and senior students.
- Additionally, assist with designating student level data in Infinite Campus if they have completed any certificate credentials or work-based learning program such as youth apprenticeship/career internship/school-based-enterprise (school store), or completed a technical certificate/diploma. CTE Coordinator would continue to be the primary contact to direct coding and analyze error codes in state reporting.

★ Ongoing:

- Prepare and track documents for digital signature distribution using DocHub or comparable service (JobReady360). Approximately 150 to 200 deliveries per year.

- Assist in the coordination of evaluation meetings for all Youth Apprenticeship students (scheduling, confirmations) for the CTEC.
- Prepare employer packets for in-person meetings.
- Post community employment/volunteer opportunities to the WCSD job board and maintain a database of community organization contacts.
- Utilize initial screening materials to assist in directing employers, students and staff to points of contact for Youth Apprenticeship, career internship, or other alternative education work-based learning programs.
- Assist with data collection for various initiatives such as Youth Apprenticeship, Redefining Ready, and Perkins Grant reporting.

★ **Periodic:**

- Update annual WCSD family correspondence and school media promotions such as Youth Apprenticeship, CTE program participation, and supplemental training program opportunities. Additionally, assist with direct follow-up email correspondence with families who are seeking clarifications on process and procedures.

★ **Other areas for consideration:**

- Assist with community outreach to support various academic and career planning activities in the district. This may include but would not be limited to facilitating the expansion of [career-based learning connections](#) with all academic areas (e.g. classroom speakers, community/career-related projects, student organization service learning, company tours, etc.).
- Assist with communication with staff about professional development opportunities related to academic and career planning.
- Process the receipt of Start College Now Applications and correspondence with colleges about student enrollments. CTE Coordinator or other administrative team members would remain as the primary point of contact for post-secondary collaboration and be the authorized signature to approve applications.