Externship Coordinator

Job Description

Job Summary: The Externship Coordinator coordinates the South Plains teacher externship program at Workforce Solutions South Plains including teacher recruitment, employer recruitment, externship site assignment, monitoring teachers during the externship period, and submitting eligibility documentation and reports. This is a part-time, temporary, grant funded position.

Essential Job Functions:

* Facilitate the program’s teacher application and selection process
* Facilitate business recruitment
* Facilitate externship site assignment
* Assist with an orientation meeting for teachers going out on externship prior to the externship in order to explain the purpose of the externship experience and define the roles and responsibilities of the teachers, the employers, and program partners
* Conduct an orientation meeting for the participating employers
* Document teacher eligibility
* Monitor teachers’ progress during the externship period
* Assist with a post-externship meeting for teachers
* Conduct post-externship surveys for teacher and employers

Other Responsibilities

* Other job assignments as required to facilitate the program

Qualifications:

* Bachelor’s Degree
* Excellent writing abilities, computer skills, and a background in technical writing preferred
* Ability to work independently with great latitude for independent judgment
* Ability to present information and respond to inquiries from individuals or groups
* Ability to define problems, collect data, establish facts, and draw valid conclusions
* Ability to read, analyze and interpret government regulations
* Ability to meet tight deadlines
* Teaching experience preferred

Physical Demands:

* Regularly required to sit walk, or stand for extended periods of time
* On occasion, may be required to lift/move/push or pull up to 25 lbs.

Work Environment

Must Possess Ability to:

* Work effectively in an office environment
* Adapt to flexible work schedules as established by management

Travel Requirements:

Must Possess Ability to:

* Provide reliable self-transportation for regional travel and maintain a valid Texas driver’s license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background checks may be conducted by the agency.

Executive Director Approval and Date Employee Signature and Date

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Supervisor Title: Chief Executive Officer

Grade/ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exempt: yes \_\_\_\_ no \_\_x\_\_