

[Go Back](#)**NASSAU COUNTY****Title : VOCATIONAL PLACEMENT
COORDINATOR****SCHOOL DISTRICTS****Code: 210133 LQN****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Performs responsible coordinating and liaison work between BOCES and the employment community; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, plans and develops cooperative working relationships with public and private employers and community agencies to increase the career opportunities for vocationally trained students.

TYPICAL DUTIES

1. Initiates and assists in developing a County-wide Industry/Education Council.
2. Identifies problem areas in the placement of vocationally trained students.
3. Sets up work shops seminars and provides similar educational opportunities for vocational education teachers to work with industry representatives.
4. Contacts industry leaders and representatives and encourages industry participation in the development of experimental teaching and career guidance programs.
5. Selects and disseminates industry/educational material to school district personnel.
6. Prepares program and activity reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of a variety of occupations and industries and local labor market conditions.
2. Knowledge of current vocational training methods and procedures.
3. Knowledge of local vocational education facilities.
4. Ability to develop and coordinate a variety of programs involving the cooperation of the employment community and vocational education agencies.
5. Ability to establish and maintain effective working relationships with associates and the public.
6. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelors degree from a regionally accredited or New York State registered college or university

and

Two years of experience in private industry or a public agency involving the hiring or placement of vocationally trained personnel.

NOTE: Experience in excess of two years may be substituted for college up to a

maximum of two years.

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