

WayPoint Academy
Official Notice of Intent to Employ

School to Work Coordinator – MS/HS Level

Reports to: Superintendent

Overview: looking for an “entrepreneur” to create and coordinate a comprehensive career education program for students in a vibrant & exciting Public School Academy (PSA). Looking for a professional driven by student success, one who will partner with teachers, staff, students, business & industry, the community at large, and parents to drive and support our students’ career preparation success; one who *eagerly and enthusiastically is willing to do WHATEVER IT TAKES to assist students to be successful academically, socially and behaviorally*

Job Duties & Responsibilities

- Develop & implement a comprehensive career education curriculum & program
- Locate, develop, secure & maintain employer contacts & relationships
- Determine employment needs of various markets
- Develop/maintain student on-site work experiences (job shadowing/internships/apprenticeships, etc.); place & monitor students at sites
- Counsel students on employability skills & career strategies
- Advise students & graduates on all aspects of job search process & procedures
- Create & maintain student & graduate data bases & records; conduct follow up studies on graduates
- Compile monthly & annual reports as required
- Attend required meetings & conferences; represent Academy at various events

Minimum Education & Experience Requirements/Qualifications

- Bachelor’s degree in business, management, marketing, education or human resources required
- Prior experience in sales, public relations, human resources or career education preferred
- Must demonstrate ability to work independently & possess excellent teamwork skills
- Must be computer literate in MS Office Suite (Word, Excel, PP & Access); Internet
- Must demonstrate excellent & effective written & verbal communication skills
- Must have professional appearance
- Must have a strong customer service focus

Work Schedule: 48 weeks (7:30am to 4pm, Mon – Fri); some evening & weekend hours may be required

Compensation: salary based on education, experience, & existing wage rates paid for similar positions at WayPoint Academy

Starting Date: as soon as possible

If interested, please forward letter of intent, resume & credentials to:

Ms. Barbara C. Stellard, CEO/Superintendent
WayPoint Academy
2900 E. Apple Avenue, Muskegon, MI 49442
(V) 231.777.4972 or (F) 231.767.8488
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