

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7010
Pay Grade: D12

FLSA: Non-exempt

PLACEMENT COORDINATOR

MAJOR FUNCTION:

Performs varied clerical and technical duties in the placement of students in appropriate career preparation programs. Works with guidance and admissions department to ensure students are assisted in the selection of an appropriate career preparation program based on aptitude and career assessment. Responsibilities include interviewing students, testing, evaluation, providing information to students on placement needs and requirements, preparation of correspondence and reports, and clerical support for related files and records. Position works under general supervision, and requires exercising of independent judgment.

DUTIES AND RESPONSIBILITIES:

- Interviews and evaluates students with Guidance Counselors.
- Conducts student testing. Administers the TABE (Testing of Adult Basic Education), SAGE (career assessment test), and JRT (job readiness) tests which give student profiles and lists clusters of occupations.
- Sets up and/or attends meetings.
- Compiles and organizes information for decision-making purposes and develops recommendations.
- Works with instructors/counselors in developing and implementing career plans.
- Prepares book and tool requests and lists.
- Uses computer software programs to update text, design and publish program brochures and documents.
- Maintains files and records.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus college level courses in a related field, and five (5) years of progressively responsible work experience or an equivalent combination of education, training, and experience.

ISSUED: 1/89 MW; BOARD APPROVED: 3/8/89; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; D&R, MQ's REVISED: 3/00 AK; BOARD APPROVED: 6/13/00; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PLACEMENT COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				