



GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY

Serving South Metro County School Systems since 1966
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON
Dr. Stephanie L. Gordy, Executive Director



440 Tilney Avenue
Griffin, GA 30224
Phone: 770-229-3247
FAX: 770-228-7316
www.griffinresa.net

PLEASE POST **JOB ANNOUNCEMENT**

January 25, 2019

POSITION: Regional Work-Based Learning (WBL) Coordinator
(Serves Lamar & Thomaston-Upson School Systems)

EMPLOYMENT TERMS: 190-day contract includes benefits (*insurance & TRS*)

MINIMUM QUALIFICATIONS:

- Certification at the T-4 Level or higher (*CTAE Area Preferred*)
- Minimum of five (5) years of experience
- Recent K-12 public school teaching or administrative experience
- Technology skills
- Demonstrated high level skills in leadership, interpersonal skills, public relations, planning, organization, presentation, and implementation of activities with minimal supervision

DUTIES AND RESPONSIBILITIES:

- Recruit and manage 80+ high school juniors and seniors in work environments
- Recruit employers and place students at worksites linked to career interests
- Maintain excellent relationship with CTAE teachers
- Maintain excellent communication with local business and industry
- Teach career skills to 9th-12th grade students
- Make site visits at student work locations
- Counsel WBL students concerning post-secondary educational options
- Work with local Chambers of Commerce to promote WBL program
- Coordinate Annual Career Expos
- Coordinate Annual Mock Interview Fairs
- Other duties as assigned

BEGINNING DATE: July 25, 2019

APPLICATION DEADLINE: Until Filled

TO APPLY: Submit letter of intent, resume with a list of references including complete contact information, and a copy of Georgia certificate to:

Griffin RESA
Human Resources Department
440 Tilney Ave
Griffin, GA 30224