

Title:	WIA Coordinator
Reports to:	CTE Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

<u>Workforce Investment Act (WIA) Coordinator's Essential Responsibilities</u> Summary of Responsibilities:

Describe actual job duties or tasks to be performed in relation to the above named WIA program and job title:

- Retrieve and Distribute MIS Reports
- Participate in Meetings and Conferences
- Coordinate youth workshops/special activities
- Internal Monitoring

In Conjunction with other Program Staff

- Validate/Certify all participant eligibility
- Prepare feedback reports to Case Managers and school leaders
- Recruit participants
- Develop academic, occupational and leadership activities for participants
- Counsel Participants
- Assist participants in the development of specific goals and objectives and assist participants in assessing appropriate youth activities to assist in achieving established goals
- Coordinate youth workshops/special activities
- Develop work and/or training sites
- Monitor participant files to ensure accuracy and completeness in accordance with established rules procedures and regulations
- Process participant time sheets
- Participate in required training activities
- All other duties as assigned

2.	Minimum education and experience qualifications required of the person to perform the above job duties: Prefer graduate from an accredited university with a BA/BS degree in Career Technical and a minimum o teaching at-risk and students with disabilities.	f 3 years	
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3.	This person will devote time to this WIA program as follows:		
	a. <u>7.5</u> hours per day b. <u>40</u> hours per week		
4.	is person will normally devote a total of 40 hours per week to all programs (including both WIA and non-		
	WIA).		
5.	This person will devote	This %	
	should agree with the % used on the Budget Summary Worksheet.		
6.	Name of Immediate Supervisor: Ms. Camille Goins		
7.	7. Does the staff person(s) assigned to this position work in other sections/departments with		
	agency? No \underline{X} Yes If yes, briefly describe other duties:		