Industrial Training Coordinator  
(Business & Industry Services)

This position reports directly to the Campus Director and indirectly to the District BIS Coordinator. The Industrial Training Coordinator is responsible for the establishment and maintenance of relations with business and industry within the Kiamichi Technology Centers’ district, to actively promote the programs and for support and service to the industrial development activities in the area. Coordinators will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:  (Revised/Adopted: 03/10/2009 )

The functions within this position will vary, but may include the following:

- Actively seek input from advisory committees, focus groups and/or business/civic leaders to ensure that services are based on community needs.
- Work directly with local, area and state entities (to include business, industry, city municipalities, volunteer fire departments and other government agencies) to determine and meet specific training needs.
- Serve as liaison between business, industry and school personnel in determining and coordinating the following: curriculum needs, overall objectives, scope of training--depth and breadth, staffing, scheduling, organizing instruction, length of program, safety precautions during training, and estimated cost of training program.
- Responsible for the oversight, accuracy and timely submission of industrial training data to the district office, ODCTE and other entities.
- Develop and maintain professional relationships with instructional staff to assist with the successful placement and follow-up of students.
- Teach and/or conduct classes, institutes, conferences, advisory committee meetings, etc., as directed.
- In cooperation with the District BIS Coordinator, work to align course offerings and curriculum of short-term instruction and full-time day instruction.
- Obtain and maintain BIS certification from the ODCTE.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district

Incumbents in this position should possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience:  Minimum requirements include five (5) years relevant work experience in business and industry or a Bachelor’s Degree with three (3) years experience in vocational education administration, technical management and/or managing a business or industry and/or a combination of these experiences.

SPECIAL REQUIREMENTS:  Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.