

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**  
**SCHOOL-TO-CAREER COORDINATOR**

---

**Position:** School-to-Career Coordinator

The School-to-Career Coordinator's responsibilities include assisting students in transitioning to and preparing for their chosen career pathway by connecting students and programs to business and industry as well as post-secondary opportunities.

**Location:** 3075 Terwood Road  
Willow Grove, PA 19090

Eastern Center for Arts and Technology is located in the Northeast suburbs of Philadelphia, one mile from Exit 343 of the Pennsylvania Turnpike.

**Description:** The school offers two half-day instructional sessions to 11<sup>th</sup> & 12<sup>th</sup> grade students from nine school districts in Eastern Montgomery County.

**Required:** Pennsylvania State Teaching Certification in Cooperative Education Act 34, 151 and 114 Clearances

**Desired:** Excellent written and oral skills  
Ability to use Microsoft Office and other technology applications  
Experience working in Career Technical Education  
Ability to maintain student files that are accurate and organized  
Maintain current understanding of legislation, regulation and best practices in school-to-career transitions  
Effective time management

**Terms:** A full day, ten-month professional contract with additional summer hours required  
Salary in accordance with qualifications and experience.

**Application:** Submitted by October 11, 2019

**Send credentials, including letter of interest, resume, copies of clearances, PA State Teaching Certification and three (3) letters of reference to:**

Human Resources Coordinator  
Eastern Center for Arts and Technology  
3075 Terwood Road, Willow Grove, PA 19090  
Fax: 215-784-4801  
e-mail: [hr@eastech.org](mailto:hr@eastech.org)

It is the policy of the Eastern Center for Arts and Technology not to discriminate on the basis of race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities or employment as required by Title VI, IX, Section 504, and the Americans With Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities and facilities are acceptable to and usable by persons with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 3075 Terwood Road, Willow Grove, PA 19090. 215-784-4800.