



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

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**POLICY:** Placement Services

**Effective Date:** September 1, 2019

**TITLE:** Placement Services

**RATIONALE:** Princeton Rescue Squad will assist in job placement assistant to graduates.

### **POLICY/PROCEDURE:**

The Education Director and Instructional Faculty assigned to the specified courses are responsible for assisting individuals with job placement upon graduation of the program.

The Instructional Faculty assigned to the program will provide graduates with a list of local agencies that are currently hiring. The instructor will also collect verification from the student that he/she has received the listing of local agencies.

The Education Director, with the assistance of the Administrative Assistant will monitor job placement rates with graduates which will primarily coincide with the Timeline established to evaluate certification exam results.

The Education Director may dictate responsibility to specified Instructional Faculty to make contact with the graduates to assist with placement and/or assist with further educational needs to improve success on certification exams. This will result in multiple discussions and advisory documents between the assigned faculty and the Education Director that detail the results found from making contact with the graduate(s) and a plan of action to assist the individual(s) with his/her progression toward placement.

### **RESPONSIBLE PERSONNEL:**

Education Director, Instructional Faculty, Administrative Assistant