

**SAMPLE JOB DESCRIPTION**

**WORK-BASED LEARNING COORDINATOR**

(Adapted from existing job descriptions in the network)

**PRIMARY RESPONSIBILITY:** The Work-Based Learning Coordinator is responsible for working with district staff, school site staff, businesses, and community organizations to plan, develop and implement work-based learning relationships and systems; coordinate student work-based learning opportunities in the school and the community; and provide an on-going link between business and K-12 public education.

**REPRESENTATIVE DUTIES:** This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.

* Foster partnerships with school sites, academy programs, businesses and community partners, and business advisory boards.
* Communicate and support key goals and plans of District work-based learning programs to interested parties including site administrators, teachers, community partners, students, and parents.
* Meet with school personnel and District partners to establish work-based learning program opportunities and to monitor program needs.
* Conduct site visits at targeted schools to monitor programs, organize and coordinate work-based learning activities
* Conduct job-readiness workshops and events for District personnel, students and families.
* Recruit area employers to create high quality work-based learning opportunities for high school students
* Train employers on work-based learning goals and program expectations, how to effectively work with students, and on legal, health, and safety protocols
* Arrange and facilitate business advisory board meetings, visits, and trainings.
* Create and interpret work-based learning materials, communications, and District policies for school sites and interested parties; provide work-based learning information for district and school websites.
* Prepare and maintain records and reports for participating schools and community partners regarding student activities and outcomes
* Work with the employers to ensure the development of quality work and learning plans for interns
* Work with school sites and employers to assure that students and employers complete evaluations of work-based learning experiences
* Attend and participate in required meetings.
* Perform related duties as assigned.

**MINIMUM QUALIFICATIONS - TRAINING, EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of experience working in business and industry in the areas of human resource development, business and economic development, or connecting business and education. An Associate’s degree is required and a Bachelor’s degree is desired.

Bilingual skills may be preferred.

***Licenses and Other Requirements:***

Valid state driver’s license

Use of personal vehicle to conduct work

Employment eligibility will include fingerprints and background checks

***Knowledge Of:***

* Career technical education
* Federal, state, and District policies and mandates
* Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns
* Community interest, concerns and attitudes related to educational programs of the District
* Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students
* Correct English usage, grammar, spelling, and punctuation
* Record-keeping techniques
* Telephone techniques, systems and etiquette
* Effective interpersonal skills including tact, patience, and courtesy
* Computer software, hardware, and related technology usage

***Ability To:***

* Interpret, apply, and explain rules, regulations, policies and procedures related to workforce development
* Provide information regarding school or District programs, procedures, activities, rules and regulations
* Monitor and assist with various college and career readiness programs
* Effectively provide training on work-based learning preparation for students to teachers and employer partners
* Communicate with children and adults of different racial and cultural backgrounds
* Work collaboratively and think creatively within a team
* Understand and follow oral and written directions
* Communicate effectively in English orally and in writing

* Establish and maintain effective working relationships among students, parents, District staff, businesses and the community
* Collect and analyze data related to work-based learning activities and generate reports for school, District and community audiences
* Travel to and from school, business, and community sites to conduct work functions
* Meet schedules and timelines
* Work independently and confidentially with discretion
* Operate personal computer, related software, District software, and other office equipment

**REPORTS TO:** District CTE Director