

WORK-BASED LEARNING COORDINATOR**BASIC FUNCTION:**

Under the direction of the Corcoran High School Principal and in collaboration with the CTE Coach, the Work-Based Learning Coordinator will collaborate, communicate, and create outreach and marketing activities with all stakeholders (Employers, Intermediaries, industry partners, students and parents) to plan, develop and implement work-based continuum activities that prepare students for industry specific workforce skills, which can include but are not limited to the following: job shadowing, internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, industry tours, summer employment, and other career/work related activities.

The Work-Based Learning Coordinator will provide orientation and training to providers preparing them to work with students and work with, prepare and train students for specific workforce types of experiences. Training Plans with student learning outcomes, Transportation and student scheduling plans will need to be created and agreed upon with employers and students to create learning plans that include ways to collect data and monitor placement, in order to ensure continuous improvement within site programs aimed at increasing student access to postsecondary education and employment opportunities, specifically through High School Academies and Career and Technical Education (CTE) programs; promotes the participation of stakeholders: families, community agencies, state and national organizations; and, guides necessary changes to achieve excellence and equity in all schools in the District. The Work-Based Learning Coordinator will assist in the planning and implementation of the K-12 student portfolio. They will also work closely with the Technology Coordinator including maintenance and monitoring.

ESSENTIAL FUNCTIONS**Collaboration with Principal, CTE Coach, County, Parents, site Administration, Counselors, and Staff:**

- A. Work with district and site leadership team to plan, develop, and implement work-based outreach activities with employers and district schools.
- B. Work with district, site administration and counseling staff to implement a comprehensive work based Learning System that enhances the existing guidance programs and their requirements to ensure compliance and students are prepared for college and future careers.
- C. Assist CTE Coach, school administrators, counselors and staff with program implementation.
- D. Collaborate and work with CTE Coach, school administration, counselors and staff to prepare students for Work-Based Learning continuum of activities.
- E. Work with the Technology Director and site leadership in assisting the implementation of plan, oversee, and maintain the K-12 student portfolio.

Collaboration with Business:

- A. Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including job shadowing, internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, industry tours, summer employment, and other career/work related activities.
- B. Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special population for academic enrichment and school-to career opportunities.
- C. Assist employers with program development: act as a resource to school interested in providing employer outreach services to students.
- D. Develop apprenticeship/internship opportunities in targeted career theme industries.
- E. Act as the primary contact for employers with project issues or concerns.
- F. Collaborate with non-profit organizations to identify funding sources for work based learning opportunities.

Collaboration with Students:

WORK-BASED LEARNING COORDINATOR

- A. Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their work based learning situations.
- B. Provide guidance to students and parents when difficult situations occur at his/her internship site.
- C. Inform student interns of details such as duties and responsibilities, compensation, benefits, schedules, and working conditions.
- D. Coordinate with school staff, industry partners, and business employers to promote work based learning opportunities.
- E. Match student career interest with work based learning activities.

Recruitment:

- A. Assist with recruiting elementary and middle school grade students.
- B. Assist with the coordination and development of recruitment efforts
- C. Work with business/school partnerships for outreach activities.
- D. Promote pathway programs to community, non-profit and private sectors.

Advisory Boards:

- A. Coordinate and collaborate with CTE Coach to develop agendas and advisory board meetings during the development process of new/restructuring advisory boards.
- B. In partnership with CTE Coach, recruit new members to serve as Advisory Board Members.
- C. Serve as a resource for Career Pathway Academy and Career Technical Education Advisory Boards.

Other Duties:

- A. Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available.
- B. Collaborate with CTE Coach to research and develop application for appropriate grant opportunities for future funding of site-based school to career programs to support work based learning activities.
- C. Identify new sources of career/work related opportunities for program participants.
- D. Maintain an employer/labor database to provide reports on program participants.
- E. Maintain track of student internship and work based learning opportunities to report to funding sources.
- F. Develop guides, brochures, and promoting materials to market school to career/vocational education.
- G. Participate and assist with events and activities that pertain to High School Career Pathway Academies and Career Technical Education (CTE Programs).
- H. Submit board approvals for all student and staff work based learning activities.
- I. Coordinate transportation for all student work based learning activities.
- J. Seek summer employment opportunities for students.

In collaboration with CTE Coach, both will work on the development of work based learning documentation i.e. cooperative agreement, training agreement, student, business partner, district contracts and other duties as assigned.

KNOWLEDGE AND ABILITIES**Knowledge of:**

- School, District or industry standards, policies and procedures. (preferred but not required)
- Oral and written communication techniques.
- Modern office equipment and procedures.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics.
- Computer software programs; Microsoft office, Microsoft Excel

Ability to:

- Meet and communicate with community and industry partners, staff, parents and children.

WORK-BASED LEARNING COORDINATOR

- Speak effectively and deliver presentations to businesses, community and industry partners.
- Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation and vocabulary with superior proficiency.
- Plan and monitor a budget making accurate mathematical, financial and statistical computations.
- Recruit, train, motivate and monitor students during job shadowing, apprenticeships, internships and community volunteerism.
- Operate a computer and other general technology to effectively present and deliver trainings.
- Maintain records.
- Supervise the work of students.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Effectively influence people on a consistent basis.

Credential/License:

- Valid California driver's license (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. The position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire.
- Must provide a current DMV printout.

WORK CONDITIONS**Environment:**

- Indoor and outdoor work environment.
- Subject to driving a vehicle to conduct work.

Physical Abilities:

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Walking throughout the facilities.
- Hearing and speaking to exchange information and make presentations.
- Position requires speaking, hearing, and seeing, and the ability to sit and operate a keyboard to enter data into a computer terminal for extended periods of time, bending and moderate lifting up to 20 lbs.

EDUCATION AND EXPERIENCE**Education:**

- Associate Degree or higher preferred.

Experience:

- Experience working with community and industry partners.

PERSONAL CHARACTERISTICS

- Demonstrate qualities of leadership, initiative, ability to speak and write effectively, broad knowledge and skills to collaborate and coordinate resources for students, school and community.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.

Days: 194

Salary: Range 16 Classified Salary Schedule

8 hrs. /Day; 11-Month Position

Benefits