



**Job Title:** District Work Based Learning Specialist  
**Department:** Career and Technical Education (CTE)  
**Reports To:** CTE Director  
**FLSA Status:** Exempt  
**Salary Schedule:** ES lane 05

## **SUMMARY**

The District Work Based Learning (WBL) Specialist organizes, facilitates, and coordinates programs that directly relate to the Utah State Board of Education (USBE) Work Based Learning (WBL) objectives for students K–12, with emphasis on career awareness (K–5), career exploration (6–8), and career experience (9–12). The WBL Specialist builds and sustains community and industry partnerships connected to students entering the workforce, and leads district systems for internships and apprenticeships.

The WBL Specialist will work directly with students, WBL counselors, school administration, Department of Workforce Services, local business and industry partners, and the CTE Director. The Specialist participates in the WBL program, CTE Pathways program, and other stakeholder outreach programs and is responsible for organizing and facilitating the District WBL training meetings for related secondary level programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

### **District-wide WBL Systems (K–12)**

- Coordinates and supports WBL implementation across schools K–12, aligned to the district continuum: K–5 Awareness, 6–8 Exploration, 9–12 Experience.
- Provides direct support to high schools; supports elementary/intermediate/middle primarily through school administration, counseling teams, and CTE teachers.

### **Community & Workforce Partnerships**

- Builds, maintains, and expands community, business, and industry connections that support students' transition into the workforce (workplace skills, employability, placement opportunities, and sector-aligned experiences).
- Identifies appropriate WBL resources within the community and coordinates engagement strategies with employers, agencies, and higher education partners.
- Attends required meetings with local agencies and reports on activities and efforts supporting WBL outcomes and business/industry partnerships.

### **Work-Based Learning Experiences**

- Leads district WBL experience processes (e.g., internships, apprenticeships, workshops, job shadows, industry projects), maintaining consistent expectations and quality practices.
- Develops and sustains partnerships that increase the range and availability of WBL opportunities.
- Supports schools and worksites with procedures, communication, and logistics needed for successful placements.

### **Teacher Support and Program Quality**

- Serves as the district lead to support, train, and provide ongoing technical assistance to CTE teachers who oversee/mentor students participating in internships and related WBL experiences.
- Provides training and tools, and conducts periodic check-ins to ensure consistent, high-quality implementation.
- Conducts periodic program check-ins and fidelity reviews (audit/monitoring) to ensure consistent implementation and high-quality student experiences across schools.

### **Collaboration with Career Tech WBL Specialist**

- Works in close coordination with the Career Tech WBL Specialist to align systems, messaging, training, and employer engagement.
- Coordinates shared responsibilities to avoid duplication and strengthen districtwide consistency.

### **Committees, Stakeholders, and Reporting.**

- Participates in required regional/state meetings and completes required reports and program documentation.
- Supports recruitment and engagement of students, educators, and business partners in WBL activities.
- Develops strategies to enhance and support district WBL initiatives and stakeholder outreach programs.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of and ability to effectively use basic technology including: email, word processing, database, and spreadsheet programs to compile a variety of reports. Must understand and apply district, state, and federal rules and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Demonstrates strong organizational skills, written and oral communication skills, and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write policies and procedures for publication that conform to prescribed style and format.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, gather and analyze data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree and a minimum of three (3) years industry and/or school-to-work related experience connected to student internship and industry advisory committees.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

An active Utah Secondary Teaching License is required.

Must hold and maintain a valid Utah Driver's License.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use fingers and hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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| Prepared By: <b>CTE Director</b>                        |                                  |     | Date: <b>03/23/2026</b> |
| Approved By: <b>Assistant Director, Human Resources</b> |                                  |     | Date: <b>03/23/2026</b> |
|   |                                  |     |                         |
| <input type="checkbox"/> Review                         | <input type="checkbox"/> Revised | By: | Date:                   |
| <input type="checkbox"/> Review                         | <input type="checkbox"/> Revised | By: | Date:                   |

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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

|                     |       |
|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |