



Job Title: Work Based Learning Coordinator
Department: Career and Technical Education (CTE)
Reports To: CTE Director
FLSA Status: Exempt
Salary Schedule: AA lane 01

SUMMARY

The Work Based Learning Coordinator organizes, facilitates, and coordinates programs that directly relate to the Utah State Board of Education (USBE) Work Based Learning (WBL) objectives for students in Washington County School District. The WBL Coordinator will work directly with high school students, WBL counselors, Department of Workforce Services, local business and industry partners, and CTE Director. The Coordinator participates in the WBL program, CTE Pathways program, and other stakeholder outreach programs and is responsible for organizing and facilitating the District WBL Committee and 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.

- Attends appropriate level meetings at USBE, and other regional, local meetings and events.
- Serves on and performs duties in connection with the Southwest Regional CTE Coordination committee.
- Implements USBE standards and guidelines, by providing mentoring support for Career Coaches and school administration in meeting the needs of CTE Internships and Industry Advisory Committees.
- Assures that each school and internship sites are organized and provided with needed support.
- Identifies, implements, assess, and ensures high-quality, professional learning opportunities through local employers and other local agencies .
- Assists in writing and submission of reports associated through the USBE WBL Program.
- Attends required monthly meetings with local agencies and reports on activities and efforts in supporting WBL outcomes with stakeholders and business/industry partnerships.
- Coordinates, oversees, and assures all schools have functioning WBL activities.
- Supports and attends monthly Career Coaches meetings.
- Collaborates with higher education, in expanding effective business/industry partnerships.

Participates in stakeholder outreach programs, which include, but are not limited to the following:

- Expanding internship opportunities with local business and industry partners
- Attending monthly Southwest Regional CTE Coordination committee and related meetings as needed
- Developing strategies to enhance and support WCSD WBL initiatives
- Building strategic internship systems in cooperation with Career Coaches
- Participating in other stakeholder outreach programs as needed

Identifies appropriate WBL resources within the community.

Coordinates, organizes, and facilitates WBL with CTE educators and business partners.

Recruits students, educators, and business partners in meeting the needs of WBL.

Provides direct support for WBL counselors and Industry Advisory Committees.

Supports efforts in building student internships opportunities in the district.

Coordinates the oversight of student interns at appropriate sites.

Supports best-practice standards for district Career Coaches.

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 variables situations. Ability to define problems, gather and analyze data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university. Minimum of three (3) years industry and/or school-to-work related experience connected to student internship and industry advisory committees.

CERTIFICATES, LICENSES, REGISTRATIONS

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.

Prepared By: CTE Director		Date: 04/26/2017	
Approved By: Executive Director, Human Resources		Date: 04/26/2017	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 12/11/2019
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

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:	