



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**WORK-BASED LEARNING (WBL) COORDINATOR**

**DEFINITION**

Under the supervision of the Assistant Superintendent of Student Services and Special Programs, the Work-Based Learning Coordinator will collaborate, communicate and create outreach and marketing activities with all stakeholders, including employers, intermediaries, industry partners, students and parents. The Work Based Learning Coordinator will 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, and other career/work related activities.

The Work-Based Learning Coordinator will assist with Student Training Plans including student learning outcomes, transportation, student scheduling, data collection and placement monitoring, in order to ensure continuous improvement with the goal of increasing student access to post-secondary education and employment opportunities, specifically through Career Academies and Career and Technical Education (CTE) programs.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

**Collaboration with District Director of College and Career Readiness, Site Administration, Counselors and Staff:**

- Work with district and site leadership team to plan, develop, and implement work-based outreach activities with employers and district schools.
- 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.
- Assist the Assistant Superintendent of Student Services and Special Programs, school administrators, counselors and staff with program implementation.
- Collaborate and work with the Assistant Superintendent of Student Services and Special Programs, school administration, counselors and staff to prepare students for Work-Based Learning continuum of activities.

**Collaboration with Business:**

- Assist in contacting business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work related activities.
- Assist in developing 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.
- Assist employers with program development: act as a resource to school interested in providing employer outreach services to students.

- Develop apprenticeship/internship opportunities in targeted career theme industries.
- Act as the primary contact for employers with project issues or concerns.
- Collaborate with non-profit organizations to identify funding sources for work based learning opportunities.

#### **Collaboration with Students:**

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

#### **Recruitment:**

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

#### **Advisory Boards:**

- Coordinate and collaborate with the Assistant Superintendent of Student Services and Special Programs to develop agendas and advisory board meetings during the development process of new/restructuring advisory boards.
- In partnership with the Assistant Superintendent of Student Services and Special Programs, recruit new members to serve as Advisory Board Members.
- Serve as a resource for Career Pathway Academy and Career Technical Education Advisory Boards.

#### **Other Duties:**

- Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available.
- Collaborate with the Assistant Superintendent of Student Services and Special Programs to research and develop application for appropriate grant opportunities for future funding of site-based school to career programs to support work base learning activities.
- Identify new sources of career/work related opportunities for program participants.
- Maintain an employer/labor database to provide reports on program participants.
- Maintain track of student internship opportunities to report to funding sources.
- Develop guides, brochures, and promoting materials to market school to career/vocational education.
- Participate and assist with events and activities that pertain to High School Career Pathway Academies and Career Technical Education (CTE Programs)

Under the supervision and collaboration with Assistant Superintendent of Student Services and Special Programs 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.

## **MINIMUM QUALIFICATIONS**

### **Education**

Associate Degree or higher preferred.

### **Experience**

Experience working with community and industry partners.

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.

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Valid California driver's license

Must provide a current DMV printout

Negative TB test within the last four years

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of**

- School, District or industry standards. (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

### **Ability to**

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

## **PHYSICAL DEMANDS AND 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.

**HOURS PER WEEK: 40****WORK DAYS: 185 Days****PAY RANGE: 11**