

DISTRICT XYZ  
JOB DESCRIPTION

**Work-Based Learning Coordinator**

**Minimum Qualifications:**

- Bachelor's degree or higher in education related field.
- Knowledge and experience with various work-based Learning programs and the skills required to supervise a quality program.
- Demonstrated ability in working collaboratively with diverse constituencies including classroom teachers, principals, district administrators, support specialists, community, agency staff, and business/industry partners.
- Knowledge and skills to determine the impact and role work-based learning programs play in relation to career choices, graduation requirements, special designed programs and career pathways.
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Demonstrated skill in oral and written communications.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and Board policies.

**FLSA Classification:** Exempt

**Reports to:** Director XYZ

**Job Objective:**

Under the direction of the Director XYZ, provide enhanced educational opportunities for students by developing community partnerships resulting in work-based learning opportunities that span the entire work-based learning continuum. Develop positive school and community relations to create a culture of business engagement in all programs.

**Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Works cooperatively with district leaders to educate students, parents and employers about the benefits of Work-based Learning.
- Provides leadership, coordination, expertise, support, and analysis of career advising, defining career clusters, and creating student career plans.

Furthermore, promotes awareness of the changing 21st century workforce needs to best guide students to successful careers.

- Prepares Work-based Learning students for placement and training.
- Coordinate supervision of students at their Work-based Learning training sites in alignment with the 21st Century Skills.
- Interpret and apply the Ohio and US Government Labor Laws for Minors.
- Assists in informing and coordinating a business advisory council.
- Communicates effectively and consistently with clients
- Implement and update a work-based learning electronic platform
- Performs other specific job-related duties as assigned by Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.