

Pike Road Schools

JOB POSTING for WORK BASED LEARNING COORDINATOR

The Mission of Pike Road School: To create a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

Position: WORK BASED LEARNING COORDINATOR

Location: Pike Road High School

QUALIFICATIONS:

- Holds a Class B or higher *certificate in CTE*
- Has two years *classroom teaching experience in CTE*
- Has taken, or is able to complete the *Functions of the Coordinator* or *Principles of Coordination* coursework
- Has completed or is able to complete one (1) hour of *Child Labor Law training annually*.

REPORTS TO: Director of Career and Technical Education

SALARY: Alabama State Teacher Salary Matrix

CONTRACT: Part time

JOB GOAL:

Work-Based Learning (WBL) is a structured component of the Career and Technical Education (CTE) curriculum that integrates classroom instruction with productive, progressive, supervised, work-based experiences/apprenticeships (Paid) and internships (Unpaid), related to students' career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning.

KEY PERFORMANCES:

Coordination is the process of aligning administrative, organizational, and instructional activities to accomplish the objectives of WBL that requires *time released from school as detailed in this manual*.

- The Coordinator must be constantly aware of the student's performance on the job and instructional activities for optimum results.
- The Coordinator ensures that normal progression takes place and that a complete series of manipulative skills is acquired. These skills are supplemented by technical and general information that will make the student a competent and well-rounded employee.
- The Coordinator performs the necessary out-of-school activities including visiting training stations, observing students at work, and consulting business individuals responsible for training the student.

ESSENTIAL RESPONSIBILITIES:

The Coordinator *will*:

- Create a *Training Plan* for each WBL participant.
- Complete *training agreement* with required signatures. It is through this training agreement that the *essential functions* are outlined and agreed to by the training mentor, student, coordinator, parent, and school administrator .
- Complete and maintain the required records and documentation of the program and each participant
- Explain to the employer prior to the first written evaluation, the *Work-Based Experiences/Apprenticeships or Internships "Evaluation Report"* that rates the student on personal qualities and job tasks as defined in the *Training Plan*.
- Secure an *evaluation at least once per grading period*, at the end of the semester/term, and at other times deemed appropriate.
- *Encourage* students to become active in a CTSO related to their career objectives, career pathways, and career clusters.
- Prepare students for Work-Based Experiences/Apprenticeships or Internships, expectations.
- *Inform* all students within the system of the WBL opportunity.
- Conduct an annual follow-up with employers.
- Conduct an annual self-evaluation to facilitate continuous improvement.
- Have *communication, contact, or visit (CCV)* the training station of **each student a minimum of once per month**.
- *Complete and submit reports* as required by the Director of CTE and LEA, (including the R-1 report that is due **November 1 and March 1**).

In addition, the Coordinator will collaborate with the Director of CTE to completed Extended Contract Duties such as:

- *Visit* the business and industry leaders in the community to explain the opportunities available, as well as benefits of the work-based learning experiences to the employer.
- *Develop* a work-based learning brochure/handbook to distribute to business, industry, the school community, and other stakeholders.
- *Develop* a communication plan to keep the community informed regularly of work-based learning experiences. Suggested forms of media include, but are not limited to, presentations, articles, television programs, billboards, radio spots, etc.
- *Facilitate* placement of students in employment.
- *Participate* in Program Advisory Committee meetings for all school CTE programs.
- Establish relationships with Industry Partners for the LEA.
- Schedule meetings with parents. Coordinate summer work-based learning Experience.
- Locate and secure prospective training station
- Provide summer coordination for students continuing in apprenticeships or internships throughout the summer break.
- Plan the instructional program.
- Participate in professional development through **job shadowing** to meet the technical awareness hours required by BIC.

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