



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Work-based Learning Coordinator
Reports To	School Principal/Assistant Principal
Level/Grade	Grades 9-12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

Appointment via interview process.

The Work-based Learning Coordinator is a position designed to support the development and growth of applied learning experiences for students, including job shadows, internships (and e-internships), professional mentorships and school-based events that bring industry partners to our school community to prepare students for the professional world.

Qualifications

- Certified at secondary level
- Experience working in applied-learning experience
- Comfort and familiarity with outreach to community partners
- Comfort and instructional experience presenting essential expectations for work to students
- Ability to collaborate closely with various support personnel and teachers

Essential Duties and Responsibilities (*other duties may be assigned*)

- Collaborate with our CTE programs to insure active participation by Advisory Boards and to increase the number of students earning credits and salary through internships.
- Collaborate with STEM and Humanities Specialists to design and deliver Advisory-based, push-in curriculum that provides sophomores with explicit professional skill and disposition training.
- Collaborate with School Counselors to maximize work-based learning opportunities in scheduling.
- Collect and analyze data related to the above and make recommendations for program and budget.

Supervises

Students and potential community placements.

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all district requirements and school committee policies.
- Demonstrated ability to work with youth and employers.
- Strong verbal and written communication skills.

- Strong organizational skills.
- Maintains confidentiality.
- Self-motivated.

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 stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people, and meet multiple demands from several people.

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.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree or higher in related area.

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 8/3/2020

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.