

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION**

**VOCATIONAL SUPPORT COORDINATOR FOR WORK BASED LEARNING**

**POSITION:** Vocational Support Coordinator for Work Based Learning

**REPORTS TO:** Site Administrator

**LOCATION:** Dr. James A. Forrest Career and Technology Center

**NATURE OF WORK:**

The Vocational Support Coordinator for Work Based Learning is responsible for assisting with the development and implementation of all Forrest Center Apprenticeship and Work Based Learning experiences. The Vocational Support Coordinator for Work Based Learning will oversee program promotion and recruiting of business partners to expand program opportunities. Work involves direct contact with local business leaders, employers, the Department of Labor Navigator, school administrators, counselors, teachers, parents, and students to identify and deliver program activities to support career experiences for students.

**ESSENTIAL FUNCTIONS:**

- Provide ongoing support to all areas of work-based learning for the Career and Technology Center;
- Work collaboratively with organizations at the local, state, and federal levels to enhance work-based learning programs;
- Ability to speak effectively in public;
- Promote work-based learning programs through a variety of media platforms and venues;
- Think and reflect critically on the practices of the work-based learning program implementation; and
- Proficient in the use of Microsoft Office and G Suites.

**DUTIES AND RESPONSIBILITIES:**

- Collaborates with staff to recruit appropriate students for placement in work-based learning programs;
- Provides workshops on writing resumes, interviewing, and job readiness;
- Assists student candidates with job applications and the onboarding process;
- Monitors student progress toward high school graduation requirements;
- Assists students in resolving workplace problems and concerns, taking appropriate action to remedy unsatisfactory situations.;
- Collaborates with employers to evaluate student progress to assign grades at each marking period;
- Awards students one credit for completed related instruction and three credits for completed on-the-job training;
- Collects and analyzes formal and informal data for use in targeting and monitoring the effectiveness of all assigned programs;
- Collaborates with the Department of Labor and the Maryland State Department of Education to enhance work-based learning opportunities for Career and Technology Center students;
- Educates the Career and Technology Center faculty and staff about the Apprenticeship Maryland Program;

- Evaluates current practices for the purpose of improving work-based learning program implementation;
- Attends state and local meetings and training required for the position;
- Assists with marketing for the Apprenticeship Maryland Program;
- Cultivates relationships with the business community to include recruiting and retaining partner employers;
- Assists Youth Apprenticeship employers in completing all required documentation and creating a training plan;
- Provides employers with an end-of-year evaluation form;
- Collaborates with Career and Technology Center education staff to assist in supporting the Career and Technology Center students;
- Meets with prospective apprentices to communicate the expectations of the apprenticeship program;
- Coordinates with counselors to ensure students are eligible and class schedules are correct;
- Helps to assimilate students into the culture of the business community;
- Answers questions or concerns from parents/guardians;
- Meets with apprentices in person on a regular basis and maintains records;
- Assesses with mentors the progress of each apprentice;
- Completes apprentices' final evaluation using input from mentors and trainers;
- Plans, schedules, and attends the Awards Assembly;
- Maintains work-based learning records and creates yearly program reports for MSDE and the Department of Labor, as needed;
- Demonstrates proficiency in Microsoft Office and G-Suite;
- Create and maintain a database of past apprenticeship participants;
- Secures all signed agreements and documents; and
- Supports the Career and Technical Education Department with other duties as assigned.

#### **QUALIFICATIONS:**

- Graduated from a standard high school or be in possession of a state high school equivalence certificate;
- College training is preferred.
- A minimum of 2 years of work experience in any combination of the following:
  - <Collaborating with community businesses and partnerships.
  - <Mentoring high school students in the areas of internships and/or apprenticeships.
  - <Providing training for adults.
  - <Collecting, organizing and analyzing data.
  - <Developing reports.
  - <Job coaching

#### **TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:** The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees - Range 29

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP