

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WORK BASED LEARNING COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Coordinator- CTE and District Superintendent, plan, organize, coordinate and implement the operations and activities of the District's Work-Based Learning program; provide direct services at assigned high schools in the implementation of work-based learning activities and events; train, supervise and evaluate the performance of students, volunteers and assigned personnel;

The Work-based Learning Coordinator is responsible for the recruitment, expansion, training and coordination of district-level CTE and Linked Learning academy advisory committees; Incumbents prepare students for industry specific workforce skills including job shadowing, internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work related activities.

#### **Management Team Relationship:**

1. Works directly with business partners, site administration, CTE teachers and Academy Leads.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and develop agendas and advisory board meetings during the development process of new/restructuring advisory boards.

Serve as the primary contact for employers and staff with project issues or concerns.

Train, supervise and evaluate the performance of students, volunteers and assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Recruit new members to serve as Advisory Board Members.

Facilitate training for Advisory Boards such as development of Sub-Committee structures, goal setting, agendas, and Advisory Board By-Laws.

Work with site leadership team to plan, develop, and implement work-based outreach activities with employers and district schools.

Assist school administrators and staffs to prepare students for Work-Based Learning activities and address work related situations with business partners at internship sites.

Contact 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.

Develop and prepare the annual preliminary budget for the Work-based Learning program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop 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.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a variety of office equipment, a computer and assigned software programs; drive a vehicle to conduct work as assigned.

Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization, coordination and implementation of Work-Based Learning programs.

Oral and written communication skills.

Community employment agencies, social services and local resources.

Budget preparation and control.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a variety of office equipment, a computer and assigned software.

District policies, regulations and procedures related to assigned position.

Modern office equipment and procedures.

Correct English usage, spelling, grammar and punctuation.

Public speaking and presentation techniques.

Basic mathematics.

#### **ABILITY TO:**

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Demonstrate qualities of leadership, initiative and ability to speak and write effectively.

Collaborate and coordinate resources for students, school and community.  
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.

**Personal Characteristics:**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others. Should have an understanding of business practices and work-based learning. Incumbents should possess an enthusiastic and professional demeanor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate Degree required. Bachelor's degree preferred. Job related experience in business relations and work-based learning activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license. Current DMV printout required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: June 22, 2017