KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Work-Based Learning Coordinator
(School of Health Professions)

March 24, 2022

Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Teaching Certificate
3. Hold appropriate endorsement and/or related state training
4. Adept at time management and planning
5. Ability to work independently and collaboratively, handle multiple projects, and meet deadlines

Reports To: Assistant Superintendent and/or designee

Job Goal: To evaluate, organize, and grow the work-based learning (WBL) experiences that are the primary focus of related School of Health Professions programs assuring that students effectively develop knowledge, skills, attitudes, and work habits

Performance Responsibilities:

1. General Program Planning, Development, and Evaluation:

   a. Review the components and requirements of a work-based learning program.
   b. Effectively use community resources.
   c. Develop objectives and responsibilities for the program.
   d. Design the program to include continued improvement and re-evaluation.
   e. Work closely with school counselor(s) and School of Health Professions teachers in the planning, development and evaluation of the program to ensure that decisions are made with equity and inclusion.

2. Related Class Instruction and Program Planning:

   a. Coordinate with other School of Health Professions faculty to teach related lessons.
   b. Evaluate program instruction, curriculum and experiences, using input from various stakeholders.
   c. Review, evaluate, and revise related School of Health Professions curriculum as needed.
   d. Connect classroom and on-the-job training (i.e., guest speakers, related college or career professionals, etc.).
   e. Help students develop good work habits.
   f. Provide participating students with information about relevant health professionals careers.
   g. Develop and coordinate work experiences that focus on a range of related health professions opportunities.
   h. Recognize when students need counseling from other staff members and agencies.
   i. Work with School of Health Professions counseling liaison to assist graduating students with the various aspects of the college and/or job search.
   j. Write letters of recommendation for students.

3. On-the-Job Instruction and Coordination:

   a. Review state and federal labor and safety and health laws with the employer/worksite supervisor and student.
   b. Evaluate, select, and establish worksites and schedule rotations.
   c. Inform worksite supervisors, families, and students of their role and responsibilities.
   d. Create, monitor, and adjust training plans and schedules in collaboration with the worksite supervisor and student.
   e. Monitor student progress through state-required on-site visits and on-going communication.
   f. Seek student evaluation of the worksite.

4. Program Administration, Management, and Evaluation

    a. Know and assure compliance with relevant state and federal labor laws.
    b. Develop and file written training plans and agreements.
    c. Ensure student-learner safety and health protection.
    d. Prepare, administer, and analyze student and employer follow-up surveys.
    e. Prepare and analyze year-end reports when applicable.

5. Community and Public Relations:

    a. Serve as the primary liaison to solicit and secure work sites for student learning in School of Health Professions and related programs.
    b. Create promotional materials and publicize work-based learning student programs, events, projects, materials, and related items.
    c. Use the resources of other agencies such as the local and regional chambers of commerce, New Jersey Department of Labor, New Jersey Department of Economic Development, etc.
    d. Represent the School of Health Professions as a guest speaker at various school events.
    e. Publicize meetings and activities of related student organizations.
    f. Maintain good communication and public relations.

Perform all other responsibilities and duties assigned by the Superintendent of Schools or his/her designee.

Employment conditions:

Contract year:	July 1st to June 30th
Job Family	Professional Staff
Pay Grade/Compensation Structure:	G10
Evaluation:	In accordance with Board policy

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