Job Description
Prepared/Revised:
May 2025

Job Title:	**Work-based Learning Coordinator**	Job Code:	**250509**
Job Family:	**Certified Administrative**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L12**
Typical Work Year:	**12 months**		

SUMMARY: Collaborate with internal and external stakeholders to provide secondary students with career-focused and hands-on learning opportunities. Focus heavily on engaging with business, industry, and community partners and contextualize this into programming opportunities for Adams 12 students. Support schools in the recommendation and execution of partnership initiatives, with a focus on work-based learning activities (e.g., job shadowing, career mentoring, internships, and apprenticeships opportunities). Assure that work-based learning experiences effectively and efficiently help students develop knowledge, skills, attitudes, and work habits so they can move successfully into the world of work. Collaborate with various district schools/departments and build upon current district programs that support Career and Technical Education (CTE) and postsecondary readiness education models. Ensure compliance and reporting required by the State and/or Colorado Department of Education (CDE).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. **Program Planning, Development, and Evaluation:** Establish work-based learning programs aligned to Colorado's Work-based Learning Continuum that support the implementation of quality career pathways across the district. Develop objectives and responsibilities for these programs that are inclusive of student self-knowledge exploration and planning and enable students to secure industry-relevant skills, certifications, and credentials to advance to higher levels of education and employment. Work closely with administrators, school counselor(s), classroom teachers, learning specialists and staff in the planning, development and evaluation of the program to ensure that decisions are made with equity and inclusion in mind. Regularly review the state components and requirements of a high quality work-based learning while focusing on continuous improvement of programs and positive WBL outcomes for students. Implement systemic structures to manage program applications, deadlines, placement, and monitoring of WBL experiences while ensuring success for WBL opportunities.	W	35%
2. **Community and Public Relations:** Responsible for identifying and engaging with industry partners to secure participation in job shadowing, apprenticeship, mentorship, virtual career chats, and/or internship programs and opportunities. Act as the primary liaison and maintain relationships with industry partners with the goal to create and expand employer-district partnerships, and secure participation in various Work-Based Learning (WBL) events, including but not limited to, guest speakers, job fairs, and career/college readiness events for students. Foster partnerships with organizations who work to align education and workforce development.	W	30%
3. **On-the-Job Instruction and Coordination:** Evaluate, select, and establish worksites. Inform worksite supervisors and parents of their role and responsibilities. Create, monitor, and adjust training plans in collaboration with the worksite supervisor and student. Help worksite supervisors develop teaching techniques for working with students. Monitor student progress through regular on-site visits and on-going communication. Review state and federal labor and safety and health laws with the employer/worksite supervisor and student. Seek student evaluation of the worksite.	M	15%
4. **Guidance and Advising:** Actively promote, recruit, and/or attend career readiness opportunities including career fairs,	Q	10%

virtual career chats, parent meetings, guest speaker events, etc. Recommend and execute new, engaging, and inclusive events, which will help students gain knowledge of different career and postsecondary training options; engage with various organizations; participate in hands-on activities; and provide opportunities for students to see how skills learned in the classroom relate to the work environment.		
5. **Program Administration, Management, and Evaluation:** Evaluate program effectiveness and participation, while focusing on continuous improvement and positive student outcomes. Ensure compliance and reporting required by grant, State, and/or CDE.	Ongoing	5%
6. Perform other duties as assigned.		5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's Degree. Bachelor's degree preferred.
- Three (3) years of demonstrated work experience that includes developing strong partnerships with businesses, industry, and community partners.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must possess, or be able to obtain, a valid Colorado Secondary CTE Work-Based Learning Coordinator credential within 60 days of hire
- Must possess the required license and endorsement according to ESSA (Every Student Succeeds Act).

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel frequently.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions and conflicting priorities.
- Advanced written and oral communication skills
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE*:*

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Google and Microsoft applications.
- Operating knowledge of and experience with design software required within (6) months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, CTE and Post-Secondary Readiness	5071

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	No direct reports		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	