

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 1 of 6

JOB TITLE: P-TECH WORKPLACE LEARNING COORDINATOR

REPORTS TO: Assistant Superintendent for Academic Services/Special Programs
Operational Unit Assistant Superintendent
P-TECH site Principal
P-TECH program Director

NATURE AND SCOPE OF JOB:

The Workplace Learning Coordinator is responsible for coordinating academic and career development services for all students and for establishing and maintaining business/education partnerships that support P-TECH @ PANTHER's mission of college and career readiness. The Workplace Learning Coordinator serves all students by building linkages with the school staff, business/industry representatives, postsecondary educational personnel, parents, and civic and community organizations. Working collaboratively with the school staff and stakeholders, as well as coordinating the support services of the business community, the Workplace Learning Coordinator facilitates students' transition into the workplace as well as college-level courses during their time at P-TECH @ PANTHER.

QUALIFICATIONS:

The Workplace Learning Coordinator shall :

1. Bachelor's degree, required
 2. Four years' relevant experience required.
 3. Preferably holds a Master's Degree in education, public affairs, or related field and/or a state teacher certification.
 4. 2-3 years working in an urban school setting.
 5. Experience working in higher education and/or a STEM field.
 6. Hold a valid driver's license with no serious violations.
 7. Have excellent integrity and demonstrate good moral character and initiative.
 8. Outstanding organizational skills, required.
 9. Demonstrate knowledge and understanding of adolescent growth and development.
 10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
-

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 2 of 6**

11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
 2. Required documentation outlined in the qualifications above.
 3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
 4. College Transcripts.
 5. Employment interview.
-

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 3 of 6**

EMPLOYMENT TERMS:

The Workplace Learning Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Workplace Learning Coordinator shall:

1. Develop and implement programs and activities that enhance student instruction and teacher professional development, such as mentoring and externships, as well as initiating connections to existing programs and opportunities.
 2. Coordinate, monitor, and deliver research based instructional strategies
 3. Develop work practices and systems that enable sustainable engagement between a P-TECH 9-14 school, the Employer Partner, and the Advisory Board.
 4. Work with faculty and staff to integrate career research projects, communication skills, resume writing, interviewing techniques, and presentation skills into the existing core academic and workplace learning curricula.
 5. Oversee development, coordination and facilitation of curriculum integration of workplace readiness and learning, as well as core-academic content areas.
 6. Participate in professional organizations, meetings, and conferences at local, state, and national levels as appropriate and feasible for professional growth and development.
 7. Coordinate school staff requests for partnership support services.
 8. Act as point-of-contact and initiator for collaborative efforts involving the students' Employer(s), the College Partner, the District Partner, and the P-TECH @ PANTHER school staff, students and parents, and other interested parties.
 9. Develop and implement innovative workplace learning curriculum:
-

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 4 of 6

- a. Collaborate with the Industry Liaison (or other industry partners) and P-TECH @ PANTHER school staff to create project-based learning opportunities and workplace experiences that address workplace competencies and technical skills, including a Spring semester culminating project and presentation.
 - b. Work with the Industry Liaison and Advisory Board to develop an industry-validated assessment tool for workplace competencies and technical skills.
10. Manage the mentoring program at P-TECH @ PANTHER:
- a. Develop supplemental online mentoring projects with the Employer Industry Liaison.
 - b. Survey existing resources and implement best practices.
 - c. Work with teachers to tailor assignments to student needs and workplace learning curriculum.
 - d. Train students and teachers on online platform and program expectations relevant to the industry.
 - e. Monitor student participation in the program and follow up with those who are not participating.
 - f. Work with the Employer and Advisory Board to plan in-person events.
 - g. Communicate regularly with staff seeking support and advice.
 - h. Serve as primary point of contact for teachers and students.
 - i. Develop and facilitate student-mentor extension projects/activities.
11. Work with the Employer and Advisory Board to coordinate on-site workplace learning experiences:
- a. Determine learning objectives for each visit.
 - b. Plan the agenda with hosting organization.
 - c. Coordinate school logistics and scheduling.
 - d. Recruit volunteers and chaperones
 - e. Create pre- and post- work activities for students and teachers
12. Create professional development opportunities for the P-TECH @ PANTHER school staff:
- a. Facilitate (bi-) weekly workplace learning meetings with teachers.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 5 of 6

- b. Conduct weekly classroom support visits.
- c. Lead monthly professional development sessions for the entire school staff.
- 13. Work with the Employer and Advisory Board to coordinate internships:
 - a. Work with the Industry Liaison and other industry partners to determine learning goals, projects, and select students for individual placements.
 - b. Develop comprehensive evaluation for students and managers.
 - c. Conduct regular check-ins with students, teachers, and managers.
 - d. Serve as primary point of contact for school staff and managers.
 - e. Coordinate scheduling and transportation.
- 14. Coordinate the recruitment and selection of candidates for incoming cohorts for P-TECH @ PANTHER students:
 - a. Conduct middle school recruitment events in collaboration with the office of Family & Community Engagement.
 - b. Oversee admissions process including generating the online application, reviewing applications and monitoring the selection process in collaboration with the Steering Committee.
- 15. Develop and facilitate a Mathematics and English-Language Arts tutoring program.
- 16. Develop and facilitate a college-placement (e.g. Accuplacer) examination tutoring program.
- 17. Develop and facilitate bi-weekly professional development sessions for school faculty, centered around infusing workplace readiness across the curriculum.
- 18. Develop and facilitate student workshops centered around workplace readiness, e.g. resume writing, soft skills, etc.
- 19. Develop and facilitate PTO monthly meetings, which feature a community resources for attendees (e.g. bank presentations, study skills, financial aid, collect, etc.
- 20. Liaise with college partner to offer student experiences both in-school and on-campus.
- 21. Coordinate with college partner in the implementation and planning of Accuplacer examinations.
- 22. Provide students direct assistance, and with regularity,
- 23. Perform any duties, responsibilities, and any other projects that are within the scope of employment, as assigned by the Superintendent and the Assistant Superintendent of

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 6 of 6

Academic Services & Special Programs and perform duties deemed necessary by the Assistant Superintendent of Academic Services & Special Programs

24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
 2. Occasional exposure to a variety of weather conditions.
-

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL
1870 P-TECH Workplace Learning
Coordinator
Page 7 of 6


3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The P-TECH site Principal, in collaboration with applicable District-level administration, shall evaluate the Workplace Learning Coordinator in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.



Approved



Date