VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

COORDINATOR, WORK-BASED LEARNING

GENERAL RESPONSIBILITIES

Under the leadership of the Director, Technical and Career Education, the position is responsible for leading the division's work-based learning (WBL) initiatives. The coordinator will establish a rapport with business and school communities to foster the creation of work-based learning activities for students at all high school sites. In addition, the position functions as a liaison between business, government and school sites, working in a collegial and collaborative manner with peers, school personnel and the school community to promote and support the mission and goals of the school division and abide by all school division policies and procedures.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop plans of study to map out workforce pathways in regionally viable career clusters.
- Establish relationships with local businesses to create pre-apprenticeship, internship, mentorship, job shadow, and service-learning opportunities necessary for students to access career pathway opportunities in a wide variety of regionally viable career fields.
- Monitor compliance with guidance for work-based learning safety from the Office of Risk Management.
- Monitor regional career data to predict and follow hiring trends in the region.
- Monitor state and national guidelines for WBL and the 3E Framework (Enrollment, Employment, Enlistment).
- Monitor division progress on the 3E Framework goals and provide regular data updates to school leadership teams.
- Maintain accurate records and coordinate program resources.
- Develop and monitor processes to track student participation in work-based learning across the division and work-based learning impact on the 3E Framework school accreditation measure.
- Organize, catalog, and promote work-based learning opportunities for school-site personnel associated with the program, students, and families.
- Plan, lead and execute an annual division-wide career fair with support from the WBL team.
- Present professional development for stakeholders on workforce development program activity topics.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge of the local, state, and national workforce development initiatives; ability to maintain frequent, meaningful school/business communication and develop proactive partnerships between the local industry and the Virginia Beach City Public Schools to create work-based learning activities; ability to establish a collaborative innovative learning environment that is responsive to students' need to explore career pathways; recognize multicultural perspectives in all areas of the program and emphasize the value of cultural diversity; demonstrate an ability to work as part of a collaborative team; demonstrate effective verbal and nonverbal communication techniques to foster positive interactions with students; maintain accurate and confidential records and demonstrate computer proficiency, especially with Microsoft office software programs.

EDUCATION AND EXPERIENCE

Required: Must have a master's degree and a minimum of two (2) years of successful workforce development experience or a Collegiate Professional Certificate or Postgraduate Professional Certificate with an endorsement in Career and Technical Education.

Preferred: Certification in Administration and Supervision PreK-12-Central Office Only or Administration and Supervision PreK-12. Background in workforce development or career and technical education settings and instructional knowledge of work-based learning preferred.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Must hold a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description Date: 8/25