COORDINATOR, WORK-BASED LEARNING

Basic function

Under the direction of the Director of Career Technical Education (CTE), the Coordinator of Work-Based Learning (WBL) provides administrative and instructional leadership for the design, implementation, and continuous improvement of countywide WBL systems. The Coordinator supports development of high-quality, scalable WBL opportunities across grades PreK–12 and adult education, with a focus on refining and expanding SBCEO Apprenticeship Programs. The Coordinator works collaboratively with school districts, community colleges, employers, and regional partners to align pathway programs with labor market needs and ensure equitable student access.

Supervision

Directly responsible to the Director, Career Technical Education.

Representative Duties

Program Leadership

- Collaborate with K-12 school leaders, postsecondary partners, and employers to align pathways with California's CTE Standards and regional workforce priorities.
- Support school districts in expanding work-based learning (WBL) opportunities, including pre-apprenticeships, through strategic guidance and collaboration.

Apprenticeship Program Oversight

- Lead the refinement, expansion, and scalability of SBCEO's Apprenticeship Programs, including structural improvements to enrollment, mentoring, and instructional alignment.
- Oversee all aspects of program implementation, including recruitment, onboarding, retention, targeted apprentice support, regular visits to apprentice worksites (i.e., weekly), and coordination with employers and providers.
- Design and deliver curriculum for structured Communities of Practice, coaching sessions, and mentor training. Coordinate other professional learning opportunities as needed (i.e., conference attendance for apprentices and mentors, etc.).
- Establish evaluation frameworks, feedback protocols, and reflective practice tools to strengthen mentor-apprentice relationships.
- Monitor compliance with state apprenticeship regulations, and maintain accurate program documentation.

Work-Based Learning Systems Support

- Evaluate the quality and effectiveness of WBL-related instructional services at the school site level, including PreK through adult education.
- Partner with school districts to support the integration of WBL into career-related programming and support with proper tracking and documentation of WBL activities.
- Design, support, track, and evaluate a continuum of WBL opportunities, which may include career fairs, job shadowing, and internships.

Grants, Compliance & Evaluation

- Lead the writing, reporting, and monitoring of WBL/apprenticeship grants; ensure compliance with fiscal and programmatic requirements.
- Develop data systems and evaluations to measure program impact and support continuous improvement

Collaboration & Representation

- Actively participate in related networks and advisory groups to strengthen WBL efforts and promote SBCEO initiatives.
- Contribute to countywide CTE Department events and initiatives, including but not limited to CTE Educator Tours, Externships, and District Lead convenings.

Qualifications

Bachelor's degree in education or a related field and experience in PreK-12 education are required. Possession of a valid California Preliminary or Clear Administrative Service Credential and a master's degree in educational leadership, curriculum and instruction, or related field is preferred.

Experience in CTE, work-based learning, apprenticeships, college and career readiness, and PreK classrooms is preferred. Experience leading professional learning and successful grant writing is preferred.

Licenses and certificates

Possession of a valid California Driver's License as required by the duties of the assignment.

Working conditions

Subject to inside environmental conditions; subject to driving to conduct work and use of personal vehicle in the course of employment; required to attend evening or weekend meetings; occasional overnight travel out-of-county.

Management Salary Schedule: Range 26

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