



Job Title: Work-Based Learning Specialist

Supervisor: Director of Career and Technology Education

Terms of Employment: 220 days

Job Summary:

To establish and maintain effective contacts between education and job service, business, industry, vocational rehabilitation, Chamber of Commerce, technical education college, and other service agencies to provide real-world opportunities in the form of shadowing, cooperative learning, and internships, to all Horry County Schools students, while serving as a Work-Based Learning (WBL) Specialist. With the state direction of providing WBL experiences for ALL students across all curriculum, the WBL Specialist will work with insuring that ALL HCS students are provided an opportunity for career based WBL experiences in middle and high school.

Essential Duties:

1. Oversee and direct the work-based learning program for all HCS schools ensuring all experiences are meeting the state guidelines and requirements.
 - a. Assist CTE teachers throughout the school district in development and operation of WBL experiences for their students.
 - b. Provide supervision for HCS WBL Coaches that are housed at each of our high schools and academies in providing WBL experiences for students.
 - c. Provide assistance to HCS Career Instructional Support Para-professionals house at our high schools related to WBL experiences.
 - d. Provide assistance to HCS Career Paras working with credential students house at our high schools related to WBL experiences.
2. Assist in providing supplemental instruction to students/classes relevant to the world of work.
3. Assist in development of employability skills for all HCS students involved in WBL experiences.
4. Assist in providing HCS students with experiences in the realities of the workplace to include field trip experiences, shadowing, virtual shadowing, and internships.
5. Promote awareness and cooperation between WBL coaches, Career Instructional Para Professionals, teachers, guidance counselors, and industries within Horry County and South Carolina.
6. Provide assistance in creation and maintenance of student and school records of work-based learning participation and accountability to include recording in PowerSchool.
7. Maintains records for utilization of local and federal work-based learning funds.
8. Complete and submit reports as required/requested.



Other Duties:

1. Work with district Learning Services Leadership Team in the development, implementation, and monitoring of the districts funding plan to serve WBL experiences.
2. Work with coaches and teachers in visiting and monitoring of students involved with WBL experiences.
3. Oversee and assist WBL coaches and teachers in securing potential placement sites for WBL experiences.
4. Perform annual m review of all school records related to WBL to include student and site documentation recorded at each school.
5. Perform annual review of district required documentation.
6. Assist in training of staff in process of completion, maintenance, and storage of all WBL materials utilizing Adobe Sign and PowerSchool.
7. Attend state and local CTE staff development training.
8. Coordinate “Special Project” initiatives and programming with business leaders as directed by supervisor.
9. Carry out other tasks and responsibilities as assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the District’s Policy on Evaluation of Personnel

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum of a Bachelor’s Degree from an accredited college or university Master’s Degree preferred.
2. Valid South Carolina teacher certification.
3. At least five years’ experience as a certified teacher with experience in the area of careers, career and technology education, or guidance preferred.
4. Expertise in training and workforce development preferred.
5. High level of proficiency in technology skills.
6. Knowledge of state and federal accountability guidelines for WBL.
7. Highly developed human relations and communications skills.
8. Knowledge of work-based learning initiatives, including career counseling.
9. Knowledge of current educational research and best practices in career education.
10. Ability to work in an accountability-based position without day-today supervision and operate under budgetary constraints.
11. Demonstrated leadership skills.
12. Demonstrated ability to work cooperatively as a member of a team.
13. Demonstrated proficiency in written and oral communications.
14. Experience in budget planning preferred.



15. WBL Ability to build and maintain relationships with students, teachers, administrators, and community.
16. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 209

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.