

Work-Based Learning (WBL) Coordinator

Position Title:

Work-Based Learning (WBL)/Youth Apprenticeship (YAP)/LYTEE 2.0 Coordinator

Reports to:

CTAE Administrator

Qualifications:

1. Three years of successful experience in business/industry and/or career technical education/or as a Work-Based Learning Coordinator.
2. Proven track record of building and enhancing public/private partnerships.
3. A valid Work-Based Learning Endorsement is preferred.

PERFORMANCE FUNCTIONS:

Extensive knowledge of human growth and development patterns and implications for instruction; Ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; Knowledge of sound educational research and instructional practices in area of expertise; Continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in subject content and school improvement; Ability to instruct students with a high level of expectation for behavioral and academic standards; ability to motivate students to be productive learners and challenge all students to meet world-class standards of educational excellence. Knowledge of the business community and ability to work effectively with businesses and community leaders. Collaboration with high school and middle school counselors as well as CTAE teachers.

The WBL Coordinator will report to ECI two days per week and the first and third Wednesdays of the month and Swainsboro High School two days per week and the second and fourth Wednesdays of the month.

In order to meet the Workforce Readiness goals found in both the local and the state strategic plans and in order to grow the program, there may be an expectation of increasing the number of calendar workdays to include some summer work.

SPECIFIC RESPONSIBILITIES:

Under the direction of the CTAE Director, this coordinator position is responsible for coordinating all aspects of curricular and instructional procedures and processes in Work-Based Learning (WBL) instruction. The Youth Apprenticeship (YAP) and LYTEE 2.0 programs are under the direction of the WBL Coordinator. The program must be conducted in compliance with policies and procedures of the Board of Education, Georgia State Board of Education, as well as local policies, and state and federal statutes.

Plan and coordinate the Work-Based Learning program with the individual teachers and students.

Work closely with the local Chamber of Commerce/Workforce Development Authority to develop and maintain partnerships with business and community members; solicit and recruit participation of new partners, including alumni and diverse groups; plan, implement, and grow the LYTEE 2.0 program; and collaborate for successful industry tours (both student and teacher).

Locate, analyze, and evaluate the suitability of Work-Based Learning sites.

Explain the Work-Based Learning program continuum to prospective employers.
Review student applications for the Work-Based Learning program.

Interview students and notify students of acceptance into the Work-Based Learning program.

Ensure that students are prepared for job interviews and capable of completing job application forms.

Process student agreement and parental permission forms.

Prepare the educational training agreement and secure proper signatures.

Assist in the development of the educational training plan.

Maintain student and coordination records and submit all required reports.

Keep local administrators abreast of the Work-Based Learning program's operation.

Ensure that each student in the Work-Based Learning program has meaningful on-the-job experience. Monitor the Work-Based Learning program for compliance with state and federal regulations and inform the employers of these regulations.

Make regularly scheduled coordination visits to the Work-Based Learning site to consult with the worksite supervisor and to render any assistance needed with training or education problems and/or concerns of the student.

EVALUATION: Performance will be evaluated annually by the Superintendent or designated Supervisor in accordance with Policy GBI - Evaluation of Personnel.

FLSA: Exempt

NOTE:

This job description is an abbreviated (two-page maximum) version for the College and Career Academy Grant and does not include the full job description on file at the ECSS Board Office.