

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Work-Based Learning Coordinator/ Middle School Career Development Coordinator

Reports to: Director of CTE, Workforce, Innovation, and STEM

Supervises: None

Term of Employment: 10 months

Salary: Teacher Salary Schedule

Work-Based Learning Licensure Requirements:

Minimum training and experience: Minimum of a bachelor's degree and licensed as a CDC by the NC Dept. of Public Instruction or a bachelor's degree and a clear license in any area of CTE and the ability to obtain the CDC certification.

Career Development Coordinator/Work-Based Learning Coordinator:

The Career Development Coordinator (CDC)/ Work-Bases Learning Coordinator (WBLC) will support Career and Technical Education (CTE) and coordinate career development services for students participating in CTE. The CDC works collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services. CDCs facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment. The CDC responsibilities incorporate the North Carolina Standard Course of Study, National Career Development Guidelines, the National Model for School Counseling Programs and Future-Ready Students For the 21st Century.

These roles and responsibilities apply to internships, cooperative education, and possibly other forms of work-based learning. The WBL Coordinator is a certified educator on staff who regularly communicates with the student to check on progress and helps emphasize the connections between what is learned in the classroom with what is learned at the work site.

The CDC/ WBL Coordinator is responsible for the following:

- Coordinate career development services.
- Promote career awareness, exploration, and planning.

- Provide career development, occupational, labor market, non-traditional career, and post-secondary information.
- Assists students with selection of appropriate academic and CTE courses.
- Coordinate career planning activities in classrooms, groups, or individual sessions.
- Provide and coordinate administration and interpretation of career assessments.
- Provide information on postsecondary education programs and employment opportunities.
- Assist students with postsecondary education and employment opportunities.
- Facilitate work-based learning opportunities.
- Provide and coordinate activities for students to develop employability skills.
- Help students find appropriate training stations based on their career objective
- Orient new training supervisors and business mentors
- Review and complete training agreement and training plan with each student, training supervisor, and parent
- Observe students at work
- Hold conferences with students, employers, and parents
- Ensure that the training supervisor provides consistent, effective guidance and supervision in accordance with the student's training plan
- Use appropriate evaluation instruments to measure student achievement of competencies on the job
- Resolve any problems that arise between the student and the training supervisor
- Arrange for needed adjustment of any misplaced students
- Follow all policies and laws relating to work-based learning
- Any additional duties as required or assigned by the program director

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification. Work in this classification is considered light physical work requiring the

exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email

- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.