

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Work-Based Learning Coordinator

FLSA: Exempt

GENERAL SUMMARY

Performs a variety of functions to develop and implement the Work-Based Learning Program serving all District students.

ESSENTIAL FUNCTIONS

Actively networks within business and industry associations and organizations to develop linkages and partnerships with the school; identifies and develops Work-Based Learning sites.

Partners with businesses and industries to identify the entry-level employment/skill requirements of various local employers.

Conducts Work-Based Learning orientation sessions for businesses and industries; serves on business generated committees as requested.

Works with business partners to identify or develop the appropriate curriculum for each Work-Based Learning model.

Maintains current written procedures of implementation of the Work-Based Learning process; assists with annual review and revision.

Networks with Work-Based Learning Coordinators to assist in development of best practices.

Assists in the development and dissemination of informational literature for all stakeholders (students, parents, community members, teachers, counselors, administrators, and business and industry members).

Assists in developing a career awareness curriculum targeting parents and community members.

Conducts orientation services for students.

Identifies students for Work-Based Learning experiences and maintains student records of hours served; maintains records of employer evaluations.

Assists in the provision of valid Work-Based Learning experiences (internships, job shadowing, apprenticeships, service learning credits).

Assists teachers in the preparation of materials for career education; secures speakers for educators.

Assists in the development of a database of business contacts.

Performs clerical duties associated with office activities such as typing, preparing copies, screening incoming calls and mail, etc.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor’s degree; thorough knowledge of businesses and industries within the Midlands area; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school District policies and procedures pertinent to the duties of the job. Thorough knowledge of businesses and industries within the Midlands area and in working with students. Knowledge of clerical activities and procedures. Knowledge of basic clerical functions and modern office procedures and equipment.

Skills/Effort:

Ability to network and establish partnerships with businesses and industry associations within the community. Excellent written and verbal communications skills are required. Ability to keep abreast of current policies and procedures. Ability to make decisions in non-routine situations requiring good judgment. Ability to establish and maintain effective working relationships with business representatives, students, teachers, parents and other individuals/groups with interest in the District.

Working Conditions:

A variety of environmental conditions both indoors and outdoors requiring exposure to heat, cold, rain, dusts, noise, fumes, etc. Physical demands are restricted to general office activities requiring walking, standing, and the ability to complete light physical tasks. Requires the movement/lifting of items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Local travel required.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____