

**NOTE: This is for informational purposes only. Every job description does not look exactly like this, but must include percentages for each performance responsibility.  
(See sample below.)**

## **JOB DESCRIPTION**

**TITLE:** Work-Based Learning Coordinator

**QUALIFICATIONS  
&  
REQUIREMENTS:**

1. Minimum of a Bachelor's Degree from an accredited college or university
2. Valid Teaching Credential
3. Highly developed human relations and communications skills
4. Knowledge of work-based learning initiatives, including career counseling
5. Knowledge of current educational research and best practices in career and technology education
6. Demonstrated leadership skills
7. Demonstrated ability to work cooperatively as a member of a team
8. Demonstrated proficiency in written and oral communications
9. Demonstrated proficiency in current productivity software
10. Experience in budget planning preferred

**REPORTS TO:** Director of Career and Technology

**JOB GOAL:** To establish and maintain effective contacts between education and job service, business, industry, vocational rehabilitation, Chamber of Commerce, technical education, and other service agencies to provide real-world opportunities in the form of shadowing, cooperative learning, internships, and apprenticeships to all students enrolled in career and technology education programs in Staton County, while serving as a Work-Based Learning Coordinator at Benton Career and Technology Center.

**SUPERVISES:** Work-Based Learning Students at Benton Career and Technology Center.

**TERMS OF EMPLOYMENT:** 205 days; salary based on credentials and previous work experience

### **PERFORMANCE RESPONSIBILITIES:**

1. Manages high school work-based learning program. (20%)
2. Assists students in developing an employment portfolio, which may increase future employability. (10%)
3. Assists students in career decision making. (10%)
4. Provides supplemental instruction to students/classes relevant to the world of work. (10%)
5. Promotes development of employability skills. (10%)
6. Provides participants with experiences in the realities of the workplace. (10%)
7. Promotes awareness and cooperation between career and technology programs and the industries they serve. (10%)
8. Maintains student and school records of work-based learning participation and accountability. (5%)
9. Maintains records for utilization of local and federal work-based learning funds. (5%)
10. Completes and submits reports as required/requested. (5%)
11. Identifies and tracks students who appear to be potential dropouts. (5%)

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Professional Personnel.