

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Work Based Learning Teacher**

JOB TITLE: Work Based Learning Teacher	LOCATION: Caroline High School
IMMEDIATE SUPERVISOR: Assistant Principal	WORK SCHEDULE: 220 Days - 8 Hrs. PAY GRADE: Teacher
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
<p>EDUCATION/EXPERIENCE:</p> <p>Must hold or be eligible for a Virginia teaching license with an endorsement in Career and Technical Education (CTE)</p> <p>A minimum of three years experience as a CTE teacher</p> <p>Demonstrate extensive knowledge of work-based learning best practices</p> <p>Knowledgeable of federal and state laws and regulations related to Career and Technical Education</p> <p>Must possess excellent organization and communication skills</p> <p>Must possess the ability to establish and maintain effective working relationships with school staff and the public</p>	

JOB GOAL:

This position will manage, implement and oversee the work-based, internship, and apprenticeship learning program. The Work-Based Learning teacher works with educational leaders, community partners, and business and industry leaders to support and secure work-based learning opportunities for students at Caroline High School. A creative and dynamic leader who collaborates and engages with internal and external stakeholders to initiate partnerships and enhance student success. Contacts are regularly and frequently made at all organizational levels within and outside the division to explain and implement programs and policies.

PERFORMANCE RESPONSIBILITIES:

- Assists in planning, developing, and implementing work-based learning programs to meet identified needs;
- Align work-based learning opportunities that build upon student's prior experiences;
- Confer high school credit when Work-Based Learning course standards are met;

- Report on activities, placement and standards attainment;
- Observe and enforce all applicable federal and state labor laws;
- Provide student support through College and Career Assessment, guidance and planning;
- Collaborate with staff and postsecondary institutions to develop and maintain
- Support and partner with school counselors as students complete Individual Career and Academic Plans;
- Provide supervision and coaching for students placed in Work-Based Learning settings;
- Facilitate employer engagement by providing industry outreach programs, student placements and ongoing communications;
- Conducts annual local assessment of work-based learning programs and outcomes for continuous improvement;
- Connect students to interest/passion career opportunities and coordinate learning opportunities both on and off campus;
- Gather data, prepare and present reports accurately and on time;
- Collaborate with staff and postsecondary institutions to develop and maintain career pathways that prepare students for apprenticeships, community college, or degree programs
- Demonstrate skills in decision making, problem analysis, conflict resolution, interpersonal relationships, program management, and research and planning;
- Ability to plan, organize and perform work independently and as a team member;
- Performs other duties as assigned by the Superintendent or the Superintendent's designee.

EVALUATION:

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