

### Job Description

Position Title: Work-Based Learning Coordinator  
Department: Teaching & Learning  
Reports To: Coordinator of Career and Technical Education  
Compensation: Commensurate with Degree and Experience  
Position Type: Standard Salary

### SUMMARY

CBCSD is seeking a talented, mission-driven individual who is interested in supporting various educational and workforce initiatives that will increase the availability of work-ready talent for key industry sectors within and around the Council Bluffs Community area.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to provide enhanced educational opportunities for students by developing business and community partnerships resulting in work-based learning opportunities such as internships, apprenticeships, job-shadowing, and/or clinicals. This position will also develop positive school and community relations while creating a culture of business engagement in all programs.

- Coordinate Internships, Job Shadowing, Service Learning, Registered Apprenticeships, and other Work-Based Learning (WBL) programs that relate to worksite learning.
- Contact new students' parents/guardians; explain the WBL program; and discuss responsibilities of school, student, parent, and training placement. Establish purpose of training agreement and training plan.
- Screen, interview, connect, and coach qualified students for work-based learning experiences.
- Develop training agreements and training plans. Process appropriate documents.
- Conduct regular visits to the work site to determine student progress and changes needed in WBL programs.
- Maintain an inventory of supplies and materials to support the Work-Based Learning program.
- Enter and maintain all WBL opportunities and student data into Xello (*WBL Module*) and the Registered Apprenticeship database (RAPIDS).
- Disseminate information on WBL programs to employers, parents, teachers, students, and counselors.
- Recruit new businesses and organizations to provide quality work-based and school based learning opportunities for students; serve as the liaison between the center and business and industry.
- Maintain lists of businesses/industries willing to participate in WBL.
- Visit new and expanding industries and businesses to identify new skills, equipment, and materials that may be incorporated into the curriculum. Solicit materials from related industries and other agencies to be used in classroom and laboratory activities.
- Assist High School (HS) counselors with career events which allows local industry to meet with CBCSD students.
- Collaborate with HS counselors and staff in the development and delivery of employability skills, resume writing, interviewing skills, and WBL experiences.
- Assist supervisor in defining needs, developing plans, establishing goals, and formulating policies and procedures for program development.
- Maintain professional development by participating in national and state organizations/associations, and attending conferences related to WBL.
- Collaborate with 21st Century Secondary Coordinator to follow guidelines and objectives of the grant.
- Other duties as assigned by the supervisor.

### QUALIFICATION REQUIREMENTS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### CERTIFICATES, LICENSES, REGISTRATION

- Required: Must be able to obtain a 5-12 Multioccupations endorsement (two courses) from the Board of Educational Examiners (BoEE) after being hired.
- To obtain a Multioccupations Endorsement, an employee must have at least one (1) of the following:
  - 5-12 Teaching License
  - OR
  - CTE Authorization
    - 6,000 hours of recent and relevant experience to obtain CTE Authorization.
    - 4,000 hours of recent and relevant experience to obtain CTE Authorization if the applicant holds a baccalaureate degree.

#### EDUCATION and/or EXPERIENCE

- Preferred: Knowledge of work-based learning initiatives to include career counseling.
- Preferred: Master's Degree
- Preferred: CTE Credential
- Preferred: 5 or more years of related experience or teaching experience in a CTE program.
- Preferred: Proven track record of building and enhancing partnerships with business and industry.

#### SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong positive human relation and communication skills in working with students, parents and associated professionals.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY

Abilities to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory to an instructional program. Ability to establish and maintain effective working relationships with students, peers, parents and community partners; ability to speak clearly and concisely in written or oral communication. Interest and willingness to seek out new learning opportunities. Ability to give oral and written presentations. Knowledge and experience using technology.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes

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walk and sit on the floor depending on the age of the children. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. 0 - 12 feet and on occasion up to 20 feet, such as books and supplies or student equipment and wheelchairs. Occasionally the employee will bend or twist at the neck more than the average person, may need to lift arms to write on chalk or marking board and occasionally stoop, kneel, crouch and reach 0 - 24 inches and up to 36 inches above the head. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will normally work indoors but may be required to be outdoors in unpredictable temperatures to monitor playground activities, attend programs, field trips or go from building to building. The noise level in the work environment is usually low to moderate but may become loud on occasion. The employee is frequently required to interact with the public and other staff. The employee may be exposed to physical contact from aggressive students. The employee is directly responsible for the safety, well-being and work output of students.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*