



WORK-BASED LEARNING TEACHER

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university
- Master's in content area or curriculum/instruction preferred
- Professional Educator License from the state of Illinois
- Five or more years of experience teaching
- Must possess or be willing to attain CTE endorsement through ISBE
- Must possess or be willing to attain WBL designation from ISBE
- Must possess six semester hours of specific coursework in workplace education or completion of ISBE professional learning modules or be willing to attain them

REPORTS TO:

- Principal/Director of Bloomington Career Academy

JOB SUMMARY:

- Must build and maintain working relationships with area employers
- Participate and assist with business roundtable meetings
- Supervise WBL students at job placement sites
- Conduct employment follow-up visits to assess the outcome of referrals, and assist those employers who have specific needs
- Assist Bloomington Career Academy students in the development of portfolios
- Assess WBL student performance at WBL placements
- Supervise the onboarding and offboarding procedures for all WBL students
- Lead meetings for students, parents, counselors and employers to inform and recruit for the Work-Based Learning program at BCA
- Assess, screen and refer students to potential employers
- Identify and pursue Work-Based Learning opportunities for students
- Contract length is 9 months, and this position will require summer training that will be paid at the BEA hourly rate as outlined in Appendix C of the union agreement

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate knowledge of work based learning as it pertains to ISBE policies and best practices
2. Has a working knowledge of ISBE requirements, OSHA regulations and student rights
3. Willingness to participate in necessary training courses
4. Help students grow in responsibility and professionalism
5. Assist students to develop a positive self-concept
6. Display fairness and equity when working with students
7. Responsible for assessing on the job placement sites for WBL student skill demonstrations and evaluations
8. Plan and implement WBL activities and job placements
9. Provide information to learners about their progress throughout the WBL experience
10. Communicate clear expectations about rules of conduct and grooming to students
11. Maintain open and clear communication with the stakeholders regarding students' progress and WBL objectives
12. Communicate personal enthusiasm and professionalism
13. Communicate effectively and efficiently with students
14. Open to new ideas and suggestions
15. Dependable and punctual
16. Maintain communication and positive working relationships with colleagues, schools, the community, students and parents
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
18. Maintain accurate, complete, and punctual records as required by law, district policy and administration



19. Adhere to District 87 policies and procedures as well as the policies and procedures of Bloomington Career Academy and the McLean-DeWitt Regional Vocational System, and participate in the development of policies and procedures when called upon
20. Promote the Bloomington Career Academy through recruitment at school and community events

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.