



Position Title	Real World Learning Liaison		
Department	Career & Technical Education		
Reports To	Principal - Horizons High School		
Revised By	Leadership & Learning	Date(s) Revised	10/24/25
Approved By	Director of Classified HR	Date(s) Approved	10/27/25

SUMMARY:

The Real-World Learning Liaison will serve as a building-level liaison to Real-World Learning experiences. The primary purpose is to facilitate the needs of students to obtain skills for successful workplace opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Implement student training plans developed by the teacher.
- Assist teacher in developing and revising individual training plans for community instruction.
- Work with small groups or individual students at school in teacher-planned instructional activities (i.e., job seeking and keeping skills, interest in inventories).
- Train students on the job using a variety of instructional methods, (i.e., demonstration, modeling, physical and verbal prompting, etc).
- Assist students with accessing advanced coursework while attending Horizons.
- Complete work evaluations and interpret to students.
- Collect and record instructional and behavioral data as requested by the teacher.
- Implement behavior management programs as outlined by certified staff.
- Operate audio-visual equipment.
- Prepare instructional materials as directed by the teacher.
- Prepare and copy materials as directed by the teacher.
- Record information for reports as directed by the teacher.
- Make charts, bulletin boards and other visual materials.
- Type worksheets and reports as directed by the teacher.
- Consider all classroom behavior and achievements confidential.
- Contact business for field trips and student placements.
- Attend team meetings as requested by the transition specialist.
- Build and maintain relationships with community employers.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- High school diploma or GED required.
- Previous experience in position or school setting preferred.

QUALIFICATION REQUIREMENTS: *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.

- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.
- Knowledge of real-world learning activities and regionally accepted market value assets.

SKILLS AND ABILITIES:

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to read and interpret documents.
- Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- Ability to speak in front of large and/or small groups.
- Bilingual communication skills preferred.

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.

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

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.

