

MT. DIABLO UNIFIED SCHOOL DISTRICT  
**COORDINATOR, WORKBASED LEARNING**

**Primary Function**

Provide services in assisting students to become college and career ready while implementing comprehensive work based learning programs within the school district and community. The role includes employer engagement to create work based learning opportunities for students within the district and providing support to students to ensure they are ready to participate in internships and other work based learning experiences.

**Directly Responsible To**

Program Specialist, Career Pathways/Linked Learning or designee

**Major Responsibilities**

1. Coordinate and implement trainings in work-based competencies.
2. Prepare and submit required reports and other documents.
3. Assist in screening, interviewing, and selecting qualified students for work-based learning experiences.
4. Assist in coordinating Internships, Job Shadowing, Service Learning, Work-experience and other Work-Based Learning programs offered through the school district and community that relates to worksite learning.
5. Communicate/visit business and industry on a regular basis.
6. Assist with curriculum development and integration of technical and academic education.
7. Reports to the program coordinator on progress and challenges.
8. Provide supportive services to youth: with FAFSA, college applications, resumes, and other appropriate services.
9. Provide Work Ready Essential Skills training and other appropriate trainings.
10. Collaborate with site, district and community programs and recommend youth for appropriate services.
11. Support students enrolled in work based learning activities and refers to school, district and community resources.
12. Document contacts and services provided in CalJobs (when appropriate).
13. Maintain professional development by participating in national and state organizations/associations, and attending conferences related to work-based learning.

14. Support academy leads and work based learning liaisons in the implementation of work based learning tools.

### **Employer Engagement**

15. Serve as a liaison between the school district, high schools, and employers.
16. Recruit new businesses and organizations to provide quality work-based learning opportunities for students.
17. Maintain lists of businesses/industries willing to participate in work-based learning opportunities.
18. Identify, support and expand district work based learning opportunities.
19. Prepare, review, and edit written materials as needed for correspondence, brochures, and agendas.
20. Provide support for employers to ensure student work based learning experiences are successful.
21. Ongoing communication with employers to ensure satisfaction of students' progress.

### **Collaboration & Tracking**

22. Track and monitor youth placements in work based learning experiences. Disseminate information on Work-Based Learning programs to the Workforce Development Board, employers, parents, teachers, students, and counselors.
23. Attend various meetings of school personnel and employers.
24. Ensure compliance of work based learning program with state and federal regulations.
25. Track all work based learning opportunities that exists within the district.
26. Expand work based learning opportunities within the district.
27. Other duties as assigned by the program coordinator.

### **Qualifications**

1. Ability to work as team player.
2. Must have excellent written and oral communication skills.
3. Must have excellent organization skills.
4. Must have excellent leadership skills.
5. Ability to work well with employers while having the ability to work with young people.
6. Must understand social issues that impact youth.

**Education, Training, and Experience**

1. A combination of training and/or experience working with youth.
2. Bachelor's degree.
3. A valid California driver's license.
4. Ability to develop effective working relationships with staff, students, parents and the school community.
5. Ability to communicate clearly and concisely.
6. Ability to perform duties with awareness of all district requirements and the Board of Education policies.
7. Ability to multi-task: working with students, teachers, administration, employers and other community partners.

**DMA Range 1-260**