

MT. DIABLO UNIFIED SCHOOL DISTRICT

COORDINATOR, WORKBASED LEARNING

Primary Function

Under the general direction of the certificated person in charge, to provide services in assisting students with extraordinary situations to make a smooth transition from school to competitive employment, post-secondary education, and/or independent adult living while implementing the 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.

Directly Responsible To

Program Specialist, Career Pathways/Linked Learning or designee

Major Responsibilities

Case Management

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 transitional services.
9. Provide Work Ready Essential Skills training and other appropriate trainings.
10. Collaborate with site, district and community programs and refer youth to 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. Leverage services for students to ensure that each student is maximizing services within each program (site based, district and community).
15. Support academy leads and work based learning liaisons in the implementation of work based learning tools.

Employer Engagement

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

Collaboration & Tracking

23. 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.
24. Attend various meetings of school personnel and employers.
25. Maintain an inventory of supplies and materials to support the Work-Based Learning program.
26. Ensure compliance of work based learning program with state and federal regulations.
27. Track all work based learning opportunities that exists within the district.
28. Expand work based learning opportunities within the district.
29. 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.

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5. Ability to work well with employers while having the ability to work with young people.
6. Must be familiar with Youth Development and transition services.
7. Must understand social issues that impact youth.

Education, Training, and Experience

1. A combination of training and experience within the social sciences, education, and/or experience working with youth.
2. Bachelor of Science/Bachelor of Arts
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