



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**WORK-BASED LEARNING (WBL) COORDINATOR**

**Revised 2/24**

**DEFINITION**

Under the supervision of the Assistant Superintendent of Student Services and Special Programs, the Work-Based Learning Coordinator will collaborate, communicate and create outreach and marketing activities with all stakeholders, including employers, intermediaries, industry partners, students and parents. The Work Based Learning Coordinator will plan, develop and implement work-based continuum activities that prepare students for industry specific workforce skills.

The Work-Based Learning Coordinator will assist with Student Training Plans including student learning outcomes, transportation, student scheduling, data collection and placement monitoring, in order to ensure continuous improvement with the goal of increasing student access to post-secondary education and employment opportunities, specifically through Career Academies and Career and Technical Education (CTE) programs.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Plan, develop, and implement work-based outreach activities with employers and district schools. E
- Implement a comprehensive work based Learning System that enhances the existing guidance programs and their requirements to ensure compliance and students are prepared for college and future careers. E
- Prepare students for Work-Based Learning continuum of activities. E

**Collaboration with Business:**

- Assist in contacting business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work related activities. E
- Assist in developing strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special population for academic enrichment and school-to career opportunities. E
- Assist employers with program development: act as a resource to school interested in providing employer outreach services to students. E
- Develop apprenticeship/internship opportunities in targeted career theme industries. E
- Act as the primary contact for employers with project issues or concerns. E

**Collaboration with Students:**

- Provide guidance to students on problems affecting their work based learning situations. E
- Provide guidance to students and parents when difficult situations occur at his/her internship site. E
- Promote work based learning opportunities. E

- Coordinate with school staff, industry partners, and business employers to match student career interest with work base learning activities. E

#### **Recruitment:**

- Assist with recruiting elementary and middle school grade students. E
- Assist with the coordination and development of recruitment efforts. E
- Work with business/school partnerships for outreach activities. E
- Promote pathway programs to community, non-profit and private sectors. E

#### **Advisory Boards:**

- Develop agendas and advisory board meetings during the development process of new/restructuring advisory boards. E
- Recruit new members to serve as Advisory Board Members. E
- Serve as a resource for Career Pathway Academy and Career Technical Education Advisory Boards. E

#### **Other Duties:**

- Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available. E
- Research and develop application for appropriate grant opportunities for future funding of site-based school to career programs to support work base learning activities. E
- Identify new sources of career/work related opportunities for program participants. E
- Maintain an employer/labor database to provide reports on program participants. E
- Maintaining all internship hours and locations in the proper database systems. E
- Develop guides, brochures, and promotional materials to market school to career/vocational education. E
- Participate and assist with events and activities that pertain to Career Technical Education (CTE Programs). E
- Maintain all records relating to Work Based Learning activities. E
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education**

Associate Degree or higher preferred.

#### **Experience**

Experience working with community and industry partners.

#### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Valid California driver's license

Negative TB test within the last four years

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of**

- Oral and written communication techniques.

- Modern office equipment and procedures.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics.
- Computer software programs; Microsoft office

### **Ability to**

- Meet and communicate with community and industry partners, staff, parents and children
- Speak effectively and deliver presentations to businesses, community and industry partners,
- Demonstrate qualities of leadership, initiative, ability to speak and write effectively, broad knowledge and skills to collaborate and coordinate resources for students, school and community.
- Compose correspondence and reports using proper grammar, spelling, punctuation and vocabulary.
- Plan and monitor a budget making accurate mathematical, financial and statistical computations.
- Recruit, train, motivate and monitor students during job shadowing, apprenticeships, internships and community volunteerism.
- Operate technology to effectively present and deliver trainings.
- Maintain records.
- Supervise the work of students
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships.

### **PHYSICAL DEMANDS AND WORK CONDITIONS:**

#### **Environment**

- Indoor and outdoor work environment.
- Subject to driving a vehicle to conduct work.

#### **Physical Abilities**

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Walking throughout the facilities.
- Hearing and speaking to exchange information and make presentations.
- Position requires speaking, hearing, and seeing, and the ability to sit and operate a keyboard to enter data into a computer terminal for extended periods of time, bending and moderate lifting up to 20 lbs.

**HOURS PER WEEK: 40**

**WORK DAYS: 260 Days**

**PAY RANGE: 11**