

# STOCKTON UNIFIED SCHOOL DISTRICT

## WORK BASED LEARNING COORDINATOR

### DEFINITION

The Work Based Learning Coordinator shall implement the philosophy and objectives of the District's apprenticeship and internship programs. These programs support and encourage students to experience engaging work based learning opportunities leading to industry certification, acquiring work based soft skills, and obtaining work-related technical abilities. The Work Based Learning Coordinator also organizes the Work Experience Educators throughout the District to meet site and student needs.

### SUPERVISION RECEIVED AND EXERCISED

Under the supervision of the Assistant Superintendent, Education Services and/or Director of Educational Services or designee in charge of Career Technical Education, Science, Technology, Engineering, and Math (STEM) K-12.

**EXAMPLE OF DUTIES-(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

Implements Work Based Learning objectives to develop, implement, and enhance districtwide internship and apprenticeship opportunities by working with students, site teams at K-8, high schools, local business and industry, county (Workforce Development Board) and state authorities (Division of Apprenticeship Standards, California Labor and Workforce Development Agency). (E)

Recruit new businesses and organizations to provide quality work-based learning opportunities for students; serve as the liaison between District and business and industry. (E)

Maintain lists of businesses/industries willing to participate in work-based learning. (E)

Coordinate Internships, Job Shadowing, CTE Pathway Learning, and other Work-Based Learning programs that relate to worksite learning with the support of site Work Experience Educators. (E)

Assist with career development of students through Career Technical Education clusters, extended learning opportunities, and employability skills with the support of site Work Experience Educators. (E)

Prepare, review, and edit written materials as needed for correspondence, brochures, and agendas. (E)

Maintain a current Advisory Committee listing (updated yearly) which includes contact information. (E)

Supervise and coordinate Advisory Committee meetings. Keep on file records of such meetings. (E)

Plan, organize and conduct District Work Based Learning trainings, visitations and meetings. (E)

Coordinate activities as required for work-based learning. (E)

Coordinate the development of work-based competencies. (E)

Oversee successful certification of District apprenticeship program; works to fully implement internships and apprenticeships in the District's high schools. (E)

Internal- advise, consult, and coordinate with students, instructors, and staff and be available to attend school functions and meetings. (E)

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External- work with employers, educators, government representatives, and other community leaders in the development of project and programs. *(E)*

State and National- participate in state and national organizations/associations and attend conferences related to work-based learning and professional development. *(E)*

Facilitate Work Based Learning events (e.g., Career Fair, Senior Job Fair). *(E)*

Coordinate communication regarding contracts for services, technical assistance, Memorandums for Understanding, as related to Work Based Learning, for District or regional planning. *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Other related duties as assigned

### QUALIFICATIONS

#### Knowledge of:

- Internships and apprenticeship development and direction of the State of California.
- Education and the role of Work Based Learning in a school district and as related to Career Technical Education (CTE) and Science, Technology, Engineering, and Math (STEM).
- Principles and practices of implementing and sustaining programs.

#### Ability to:

- Communicate effectively with administrators, teachers, community members, and parents, both orally and in writing.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.
- Gather and analyze data, and prepare clear, concise reports.
- Demonstrate use of strong organizational and leadership skills.
- Work with little or no supervision.

#### Education and Experience:

Must have a valid California teaching credential and an administrative credential or the ability to obtain one within eighteen (18) months; and, at least three (3) years of certificated teaching experience within work based learning programs and/or Career Technical Education.

#### License, Certificates and Other Requirements:

Must possess a valid California Driver's License and evidence of insurance  
First Aid and CPR Certificates are required within six (6) months from date of hire.

### WORKING CONDITIONS

#### Environment:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with District staff, parents and the public.

#### Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment for extended periods of time.
- See and read a computer screen and printed matter with or without visual aids.

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- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit and/or stand for extended periods of time.
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull up to 25 lbs. for short distances.
- Lift and/or carry up to 25 lbs. at waist height for short distances.

### Salary Placement

Tier 6 Range 1

(\$94,009.69 - \$114,269.36)

Management Team

12-month work year

Board Approved: 4.23.2019