

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Work-based Learning Coordinator

Department: Instruction (CTE)

Calendar: 200 day (plus 40 day summer supplement)

Grade: Teacher Salary Schedule

Date Reviewed: April 2024

Reports to: Director of CTE

Purpose of Job: The purpose of this position is to provide leadership in developing and coordinating work-based learning (WBL) opportunities that advance the technical and professional skills of students from high schools across the district.

Essential Duties and Responsibilities

- Identifies and expands WBL opportunities to include internships, pre-apprenticeships, apprenticeships, and paid work experiences, that align to programs of study across district high schools for both traditional and summer calendars
- Collaborates with the Communications Department to develop marketing materials for a variety of audiences such as business partners, school counselors, students, families, and the greater community
- Understands and upholds US Department of Labor expectations around student work experiences, especially for students under the age of 18
- Recruits business and industry partners willing to host students in WBL placements and develops partnership agreements for student work experiences
- Facilitates student information sessions
- Manages the application process and collaborates with school counselors to ensure accurate enrollment information
- Develops and hosts parent-engagement events to aid with student retention, success, and transition.
- Serves as the teacher of record for WBL students in district level capstone experiences, both during the traditional school calendar and summer months:
 - Schedules and monitors student placements
 - Maintains documentation of safety training, and on-site experiences as outlined in the WBL Implementation Guide
 - Collaborates with content endorsed teachers to ensure that student experiences align with Programs of Study and reinforce classroom instruction
 - Assists students in setting/monitoring goals and creating plans for successful WBL experiences
 - Maintains attendance records and assigns student grades
- Assists WBL teachers at traditional high schools with identifying host sites for students in their programs
- Conducts senior follow-up surveys to track student pathway success after high school graduation, and uses data to inform future action plans

- Researches existing local and national work-based learning opportunities and makes recommendations to further refine practices and opportunities for CMCSS students
- Serves with parent, faculty and student groups as requested in advancing mission and vision of the CTE Department
- Participates in networking and professional development activities with local business and industry leaders
- Identifies resources and develops a leveled curriculum that includes learning experiences and activities to enhance the post-secondary and career readiness/employability skills of students
- Partners with the CTE Career Counselor, High School Counselors, and Career Readiness Coordinators to plan and facilitate activities that expose students to a variety of local career opportunities and the post-secondary pathways that could be followed to enter available jobs
- Collaborates with CTE teachers and business/industry partners to identify and develop camp concepts related to career exploration
- Adheres to all policies set forth in the TDOE's Work-Based Learning Policy Guide

Additional Job Functions

- Serves as the Summer WBL coordinator for 40 days of supplemental pay
- Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree AND a valid Tennessee teaching certification in a secondary subject area.
- Background working with Career and Technical Education programs and/or high school students preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job. Has general knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software

- applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
 - Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
 - Must possess excellent organizational skills and attention to detail;
 - Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
 - Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
 - Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date