

MT. DIABLO UNIFIED SCHOOL DISTRICT

WORKBASED LEARNING COORDINATOR

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

Administrator, Career Pathways/Linked Learning or designee

Major Responsibilities

- Coordinate and implement trainings in work-based competencies.
- Prepare and submit required reports and other documents.
- Assist in screening, interviewing, and selecting qualified students for work-based learning experiences.
- 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
- Communicate/visit business and industry on a regular basis.
- Assist with curriculum development and integration of technical and academic education.
- Reports to the program coordinator on progress and challenges.
- Provide supportive services to your: with FAFSA, college applications, resumes, and other appropriate services.
- Provide Work Ready Essential Skills training and other appropriate trainings.
- Collaborate with site, district and community programs and recommend youth for appropriate services.
- Support students enrolled in work based learning activities and refers to school, district and community resources.
- Document contacts and services provided in CalJobs (when appropriate).
- Maintain professional development by participating in national and state organizations/associations, and attending conferences related to work-based learning.
- Support academy leads and work-based learning liaisons in the implementation of work-based learning tools.
- Serve as a liaison between the school district, high schools, and employers.
- Recruit new businesses and organizations to provide quality work-based learning opportunities for students.
- Maintain lists of businesses/industries willing to participate in work-based learning opportunities.
- Identify, support and expand district work-based learning opportunities.
- Prepare, review, and edit written materials as needed for correspondence, brochures, and agendas.

- Provide support for employers to ensure student work-based learning experiences are successful.
- Ongoing communications with employers to ensure satisfaction of students' progress.
- 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.
- Attend various meetings of school personnel and employers.
- Ensure compliance of work-based learning program with state and federal regulations.
- Track all work-based learning opportunities that exist within the district.
- Expand work-based learning opportunities within the district.
- Other duties as assigned by the program coordinator.

QUALIFICATIONS

Knowledge and Skills

- Ability to work as team player.
- Must have excellent written and oral communication skills.
- Must have excellent organization skills.
- Must have excellent leadership skills.
- Ability to work well with employers while having the ability to work with young people.
- Must understand social issues that impact youth.
- Ability to develop effective working relationships with staff, students, parents and the school community.
- Ability to communicate clearly and concisely.
- Ability to perform duties with awareness of all district requirements and the Board of Education policies.
- Ability to multi-task: working with students, teachers, administrators, employers and other community partners.

Education, Training, and Experience

- An AA degree required; Bachelor's degree preferred.
- Two years' experience working with youth. Alternatively, two years' experience working with business/industry in the areas of human resource development, business and economic development and/or connecting business to education.
- A valid California driver's license.

Range 1 - Diablo Managers' Association
Classified: 261 Day Work Year

Adopted by the Board of Education: June 13, 2016
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