



## Columbia County School District Job Description

<b>Position Title:</b> Work-Based Learning (WBL)/Youth Apprenticeship (YAP) Coordinator		
<b>Department:</b> Student Learning	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of CTAE in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> Teacher Salary Schedule based on degree level and years of acceptable experience.	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 190 Days Per Year, 4 Hours Per Day		
<b>Reports to:</b> Director of CTAE		

### MINIMUM QUALIFICATIONS

**Education:** Minimum of bachelor degree in education with a major or emphasis in CTAE. Valid Georgia professional teaching certification in the assigned CTAE field. Completion of the state endorsed WBL training.

**Essential Knowledge/Skills:** Extensive knowledge of human growth and development patterns and implications for instruction; Ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; Knowledge of sound educational research and instructional practices in area of expertise; Continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in subject content and school improvement; Ability to instruction students with a high level of expectation for behavioral and academic standards; ability to motivate students to be productive learners and challenge all students to meet world-class standards of educational excellence. Knowledge of business community and ability to work effectively with businesses and community leaders.

**Experience:** Minimum of three years successful experience in teaching and WBL supervision.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** Under the direction of the CTAE Director, this coordinator position is responsible for coordinating all aspects of curricular and instructional procedures and processes in Work-Based Learning (WBL) instruction. The program must be conducted in compliance with policies and procedures of the Board of Education, Georgia State Board of Education, as well as local policies, and state and federal statutes.

- Plan and coordinate the Work-Based Learning program with the individual teachers and students.
- Locate, analyze, and evaluate the suitability of Work-Based Learning sites.
- Explain the Work-Based Learning program continuum to prospective employers.
- Review student applications for the Work-Based Learning program.
- Interview students and notify students of acceptance into the Work-Based Learning program.
- Verify that students are prepared for job interviews and capable of completing job application forms.
- Process student agreement and parental permission forms.
- Prepare the educational training agreement and secure proper signatures.
- Assist in the development of the educational training plan.
- Maintain student and coordination records and submit all required reports.
- Keep local administrators abreast of the Work-Based Learning program’s operation.
- Ensure that each student in the Work-Based Learning program has a meaningful on-the-job experience.

- Monitor the Work-Based Learning program for compliance with state and federal regulations and inform the employers of these regulations.
- Make regularly scheduled coordination visits to the Work-Based Learning site to consult with the worksite supervisor and to render any needed assistance with training or education problems and/or concerns of the student.
- Complete evaluation forms with the worksite supervisor each grading period and conduct follow-up session with the student.
- Verify that eligible students receive the unit(s) of credit.
- Assist graduates in securing full-time employment and/or further education and conduct follow up on program completers.
- Serve as a public relations person for the Work-Based Learning program and publicize, whenever possible, the program to all audiences.
- Maintain required program documentation.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** December 2016