



Job Description

Job Title: Work-Based Learning Internship Coordinator

Location: Administration Building

Reports to: Director of Secondary Education

Type of Position: Full Time

Hours: Varies

Primary Function:

The Work-Based Learning Internship Coordinator is responsible for overseeing the development, implementation of student internships within the school or district. The Coordinator will work closely with teachers, administrators, students, parents, and local businesses to create and implement student opportunities.

General Description:

- **Program Development and Management**
 - Collaborate with district and school administrators to create and manage work-based learning opportunities for students.
 - Establish goals and objectives for work-based learning and monitor progress towards meeting them.
 - Ensure that all work-based learning programs meet all regulatory requirements and accreditation standards.

- **Industry Partnerships and Workforce Development**
 - Develop and maintain partnerships with local businesses, industry leaders, and community organizations to provide students with opportunities for work-based learning, apprenticeships, and job shadowing.
 - Work with employers to identify emerging skills and trends in the workforce, ensuring that CTE programs are responsive to those needs.
 - Facilitate student involvement in industry-sponsored projects, competitions, and certification programs.

- **Student Support and Engagement**
 - Support student recruitment, placement, and retention within CTE programs and academy pathways.
 - Provide guidance and resources for students exploring career options in technical fields.
 - Develop and implement initiatives to promote successful student internships.

- **Faculty and Staff Support**
 - Provide professional development opportunities for CTE instructors, ensuring they are up-to-date with industry trends, teaching methods, and certification requirements.
 - Mentor and support teachers to enhance instructional practices and ensure consistency across CTE programs.
 - Conduct regular classroom observations and provide feedback to ensure effective program delivery.

- **Budget Management**
 - Assist with managing the budget for CTE programs and academy pathways, ensuring efficient allocation of resources for staffing, equipment, materials, and professional development, and internship opportunities.
 - Seek funding opportunities, including grants and partnerships, to support the growth of CTE initiatives.

- **Marketing and Public Relations**
 - Promote the benefits of CTE, academy pathways, and student internships to students, parents, and the community through outreach events, informational materials, and social media.
 - Coordinate with school counselors and academic advisors to ensure students are informed of internship opportunities.

Qualifications:

- **Education:**
 - High School diploma required. Bachelor's degree preferred.

- **Experience:**
 - Experience in career and technical education, program coordination, or a related role in business or human resources.
 - Experience with developing business relationships is preferred.

- **Skills:**
 - Strong leadership and organizational skills.

- Excellent communication and interpersonal skills.
- Ability to collaborate with multiple stakeholders, including teachers, students, parents, and community partners.
- Knowledge of current CTE trends, career pathways, and industry certifications.

Technology and Physical Requirements:

- Proficiency with computers and educational technology.
- Valid driver's license and ability to travel between buildings as necessary.
- Physical demands include sitting, standing, walking, stair navigation, using hand and foot controls, and lifting/moving up to 50 pounds as needed.
- Capable of handling educational materials, maintaining accurate vision, depth perception, and hearing for effective communication.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Duties:

- **Attendance:** Maintains regular attendance and performs other duties as assigned by the Director of Secondary Education to support academic initiatives.

Terms of Employment:

- **Work Schedule:** 200 workdays per year.
- **Salary:** Salary and benefits are based on the fringe benefit document.