Solano County
Office of Education

JOB TITLE: Regional Work-Based Learning Coordinator (Categorical, Classified Management Range 4)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under supervision of the Manager of CTE/Workforce Development, the Regional Work-Based Learning (WBL) Coordinator is a classified management position responsible for working with businesses, community organizations, County Offices of Education, Districts, and NCCPA staff, to plan, develop, and implement regional Work-Based Learning relationships and systems; coordinate work-based learning opportunities in the region; and provide an ongoing link between business, labor, industry and K-12 public education. The Work-Based Learning (WBL) Coordinator serves as the primary point of contact between industry partners and WBL specialists.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of three (3) years of work experience in business or industry in the areas of human resources development, business and economic development and/or connecting business to education
- Experience in developing new programs
- Proficient in database management
- Knowledge of workforce demographic analysis and career trends
- Developing and implementing innovative and creative approaches to developing and facilitating ongoing partnerships between industry professionals, community leaders and educators
- Excellent communication and presentation skills

ESSENTIAL JOB FUNCTIONS:

- Plan, develop, and implement work-based learning activities with employers and District schools; research best practices in similar/related schools; ensure compliance or work-based learning program with state and federal regulations
- Work with NCCPA and CPT Grant Director to develop annual Education and Economic Summit and other events
- Work with CPT Grant Director and WIB Industry Advisory to develop a Work-Based Learning system for the NCCPA region
- Develop systems to build and maintain strong ongoing relationships with business and community partners; assist with monitoring system implemented for effectiveness. Assist employers with program development; act as primary contact for employers with project issues, concerns or unique industry needs
- Act as a resource to school districts interested in providing employer outreach services to students; work with district administration and Work-Based Learning Specialists to implement a sequential WBL system
- Develop and maintain an up-to-date employer/labor database to provide reports on business and community participants
- Work with WIBs and Chambers of Commerce, business leaders, professional organizations and other agencies to obtain opportunities for students in career-related learning
- Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special populations for academic enrichment and school-to-career opportunities
- Develop a system to monitor student progress through WBL experiences; maintain necessary records and data; prepare and process written materials and documents for the purpose of disseminating information regarding student's status and progression
- Represent SCOE and NCCPA at workshops, conferences and meetings with business and educational leaders to provide information on programs available. Research, identify and process new sources of career/work-related opportunities for program participants
- Maintain accurate records and complete required reports as designated by the NCCAP Grant Coordinator
- Train county-based WBL specialists for the NCCPA.

ADDITION JOB DUTIES:

- Perform related duties as assigned

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%)   Walking (20%)   Sitting (20%)

Body Movement (Frequency):

None (0)   Limited (1)   Occasional (2)   Frequent (3)   Very Frequent (4)

Lifting – lbs. (0-40)   Lifting (3)   Bending (3)

Pushing and/or   Reaching   Kneeling or

Pulling Loads (3)   Overhead (3)   Squatting (2)

Climbing Stairs (2)   Climbing Ladders (0)