



# **JOB POSTING**

- POSITION:** Work-Based Learning Coordinator (0.5)
- LOCATION:** Albany High School
- Qualification:** New York State Career Development Certification #8982
- Responsibilities:** The work-based learning coordinator is responsible for working with District staff, school site staff, students, and business and community organizations to plan, develop and implement a work-based learning program. This includes developing and maintaining relationships and systems, coordinating work-based learning opportunities in both community and school locations, and providing an ongoing link between business, labor, industry and K-12 public education to achieve college and career readiness.
- Develop and implement a work-based learning program that will prepare students for college and career.
  - Assist in the development and dissemination of informational literature and media for all stakeholders (students, parents, community members, teachers, counselors, administrators, and business and industry members).
  - Research, identify and process new sources of career/work-related opportunities for program participants. Coordinate and implement work-based learning placements at the school according to the New York State Work-Based Learning Manual.
  - Maintain a database of business contacts, worksites and other relevant information to provide reports on business and community participants. Arrange for reasonable work schedule and wages to be paid to trainees if applicable.
  - Serve as a liaison between the school, parents, the community, business and industry, and post-secondary institutions. Work with middle schools that feed the high school and provide information to assist in career awareness and career exploration.
  - Continuously monitor the appropriateness of instructional content of related classes with respect to required technical skills and share conclusions with teachers and administrators. Support teachers with curricular materials for integrating 21<sup>st</sup> century skills with academic and technical skills.

- Work in collaboration with the College and Career Readiness Coach and guidance personnel.
- Work cooperatively with teachers and administrators to schedule students in appropriate WBL experiences.
- Network with Work-Based Learning Coordinators to assist in development of best practices. Participate in professional organizations, local, regional, state as well as national meetings and conferences.
- Attend advisory committee meetings of the related CTE programs to insure that WBL is included in the business of each advisory committee.
- Conduct community surveys, placement and follow-up studies, and job analysis studies. Speak to all CTE programs and opportunities in job shadowing, entrepreneurship, internships, etc.
- Work collaboratively with teachers to discuss on-the-job deficiencies and problems with each student individually and offer encouragement and suggestions for improvement.
- Confer with parents and other faculty members regarding the progress of WBL students. Meet with CTE teachers/mentors to share feedback received from business employees.
- Develop systems to build and maintain strong ongoing relationship with business and community partners and assist with monitoring the system for effectiveness.
- Assist employers with program development; educate employers about mentoring and facilitate the employee mentoring process; act as primary contact for employers with project issues, concerns, unique industry needs, interactions with and managing the students under supervision.
- Monitor the work-based learning program for compliance with state and federal regulations and inform the employers of these regulation regarding training, child labor, safety, etc.
- Prepare the training agreement and develop an educational training plan for each student in cooperation with the training sponsor, student, school administration, parents/guardians.
- Make regular visits to student work-sites and confer with on-the-job supervisors at regular intervals to check and evaluate students.
- Develop a system to monitor student progress through WBL experiences; maintain student records including student hours served and employer evaluations with data collection methods and procedures as prescribed by the City School District of Albany and CTE SED. Prepare and submit all necessary local and state reports. In addition, maintain a copy of all state required training and employment records.
- Build a strong program of public relations with business and industry partners. For example, sponsor an employee-employer appreciation breakfast, luncheon, banquet, reception, or other suitable activity. Represent WBL at workshops conferences and meetings to provide information on the WBL program results.

- Work with school personnel as needed to provide services for students with disabilities.
- Evaluate the effectiveness of the program annually.
- Report on progress of work-based learning data and activities.
- Report on a regular basis on matters within the assigned areas of responsibility to the CTE principal.

Starting Date: Immediate

Deadline for Applying: December 6, 2011

Starting Salary: \$29,993.00

Apply to: Human Resources  
City School District of Albany  
1 Academy Park  
Albany, New York 12207

Date: November 21, 2011