



Job Title: **CTE Work-Based Learning Coordinator**
 Department: **Career and Technical Education**
 Supervisor: **Director of Career and Technical Education**
 Lane Placement: **Licensed Salary Schedule**
 Schedule: **8 hrs / 186 days** Eval Group: **CTESS CTE Coord.**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The Career and Technical Education Work-Based Learning Coordinator (WBL) is responsible for the management and coordination of WBL programs in the high schools, feeder middle schools and feeder elementary schools by providing opportunities for students to see how classroom instruction connects to the world of work and future career opportunities.

ESSENTIAL FUNCTIONS

- Coordinate with CTEC Specialists, high school CTE Coordinators, and WBL aides.
- Provide WBL opportunities for students including career fairs, field studies, job shadows, and guest speakers.
- Develop partnerships with the business community and post-secondary institutions.
- Work with counselors in organizing Reality Town.
- Organize 6 WBL activities for CTE Intro.
- Help in the development and implementation of career exploration activities throughout grades K-12.
- Function as part of the district CTE team.
- Any other responsibilities assigned by the CTE director.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.

- Bachelor's degree required, Master's degree preferred.
- Valid Utah secondary teaching license with CTE endorsement.
- Minimum three (3) years CTE teaching experience.
- Work-Based Learning (WBL) endorsement or willingness to obtain WBL endorsement.
- Knowledge of CTE courses and programs.
- Ability to work collaboratively and individually on assigned tasks.
- Demonstrated proficiency in the use of technology and instructional media tools.
- Exceptional communication skills both verbal and written.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020