



Job Title: **CTE Work-Based Learning (WBL) Facilitator**

Department: **Career and Technical Education**

Supervisor: **Director of Career and Technical Education**

Lane Placement: **ESP Lane 6**

Schedule: **7 hrs / 180 days** Evaluation: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

The Career and Technical Education Work-Based Learning Facilitator 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

- Work as a WBL team:
 - Attend bi-monthly WBL team meetings.
 - Attend summer and winter UACTE Conference.
 - Attend regional WBL meetings.
 - Complete State Work-Based Learning training within 2 years of hire.
 - Assist and support district and region WBL activities
- Collaborate with high school CTE Coordinators.
- Develop and implement career exploration activities throughout grades K-12. Work with principals, teachers and staff to organize the following activities, but not limited to:
 - High School Level
 - Set up student job shadows
 - Schedule career-related guest speakers
 - Organize school-wide career fairs
 - Middle School Level
 - Support feeder middle school Reality Town
 - Facilitate the required 6 WBL activities in CTE Intro
 - Organize activities to promote CTE such as career fairs, field studies, career-related guest speakers
 - Elementary Level
 - Career Day
 - Kids Market Place
 - Career-related guest speakers
- Develop and facilitate positive relationships with the business community, school administration, counselors, faculty and staff of assigned schools. This may include involvement with the Chamber of Commerce nearest your feeder system.
- Make classroom presentations to recruit students for WBL activities.
- 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

- Excellent oral and written communication skills.
- Outstanding interpersonal skills and the ability to work well with a variety of stakeholders and patrons, i.e. parents, teachers, students, administrators, and businesses.
- Excellent computer skills with Microsoft applications (e.g. Word, Excel, PowerPoint, and desktop publishing applications).
- Ability to work well with others as a team.
- Self-motivated.
- Incumbent must be fingerprinted and clear criminal background check.

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:

- Requires ability to lift a minimum of ten (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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 in accordance with the requirements of the job.

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: 6/8/2020