

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Work-Based Learning Coordinator, Cobb Innovation & Technology Academy	<b>JOB CODE:</b> 124A
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Coordinator
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 208
<b>REPORTS TO:</b> Director of Cobb Innovation & Technology Academy	<b>PAY GRADE:</b> CC1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Plans, recommends, organizes, and coordinates the wide variety of work-based learning (WBL) programs and transition career partnership programs (TCP), to include collaboration with all constituencies in providing such service for the students of the Cobb Innovation & Technology Academy.	

**REQUIREMENTS:**

1.	<b>Educational Level:</b> Master's degree required
2.	<b>Certification/License Required:</b> Valid Georgia Leadership Certificate or eligible; Valid Georgia Grades 6-12 CTAE related Teacher Certification; Completion of GaDOE/PSC Work-based Learning Endorsement Training and NCPN Career Pathways Leadership Certification preferred.
3.	<b>Experience:</b> 2 years related business/industry experience in work-based learning management activities related to coordinating apprenticeships and internships; and 2 years Grades 6-12 or post-secondary CTAE instructional experience, with Work-based Learning Coordination experience preferred
4.	<b>Physical Activities:</b> Routine physical activities that are required to fulfill job responsibilities.
5.	<b>Knowledge, Skills, &amp; Abilities:</b> Written and oral communication; instructional strategies that connect the curriculum to the learners, student management, and excellent organizational skills.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Coordinates, administers, and monitors all WBL/TCP programs in accordance with federal, state, and district rules, regulations, and guidelines for Work-Based Placement (Youth Apprenticeship).
3.	Coordinates, administers, and monitors curricular and co-curricular aspects of the CTAE program under guidelines of all federal and state regulations, local directives, and Career Tech. Student Organizations' (CTSOs) co-curricular directives.
4.	Coordinates WBL programs with the industry, businesses, post-secondary institutions, private business schools, GA Department of Labor, and Cobb Chamber of Commerce to establish sponsors and work sites.
5.	Coordinates with WBL facilitators and applicable staff in selecting and placing students into appropriate programs and/or work site locations.
6.	Projects WBL/TCP budgetary needs.
7.	Represents CITA at national, state, and regional TCP/WBL meetings, workshops, and conferences.
8.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized; maintains professional competence through in-service education activities.
9.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.

10.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and District-level professional learning activities as directed.
11.	Maintains an active local school advisory committee for the curriculum area.
12.	Coordinates all Dual Enrollment program opportunities, including articulation credit acquisition, with local technical colleges, as well as local Board of Regents and private post-secondary institutions.
13.	Avoids behaviors that detract from staff morale.
14.	<p>Completes twenty (20) additional days of career related instructional training that may include but are not limited to the following activities:</p> <ul style="list-style-type: none"> <li>• Regional, State, and National Competitions</li> <li>• WBL Conference</li> <li>• Georgia Association for Career and Technical Education Summer Conference</li> <li>• Business Externship</li> <li>• LEAD CTAE Professional Development</li> <li>• WBL Board Membership</li> <li>• Industry Trainings</li> <li>• Business Partner Events</li> </ul>
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_