**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Work-Based Learning Coordinator

**TITLE OF SUPERVISOR:** AssistantSuperintendent

**RESPONSIBILITIES:** To provide support and assistance to students enrolled in the work-based learning program in accordance with the district curriculum strategic and technology plan.

**SALARY:** Salary is reflective of the Neshoba County School District salary scale

**QUALIFICATIONS:** 1. Valid Endorsement Code of 917 (Work-Based Learning)

 2. Ability to communicate effectively with students, staff, parents and

 community and a willingness to provide the leadership in the development of a high-quality instructional program.

 3. A minimum of two years of administrative experience preferred

**DESCRIPTION OF DUTIES:**

* Ensures effective communication and collaboration with other WBL stakeholders, including MDE staff, Superintendent, principals, counselors, teachers, as well as representatives of community colleges, universities, businesses, industries, government, economic development organizations, chambers of commerce, and workforce development agencies.
* Plans, develops, coordinates, and evaluates innovative WBL strategies and opportunities with input and assistance from administrators, teachers, and students.
* Locates, analyzes, and evaluates the suitability of potential WBL opportunities, including identifying any safety and liability insurance issues.
* Reviews student applications, interviews students, and notifies students of acceptance to participate in the program.
* Matches students to appropriate WBL experiences.
* Reviews all appropriate forms with students, parents, and WBL supervisors.
* Develops and completes training agreements with students and WBL supervisors.
* Ensures students submit all required documentation prior to the start of the WBL program.
* Advises students on the appropriate workplace soft skills, behavior, and dress.
* Assists students with job interview preparation as well as assisting with completing job applications.
* Coordinates regularly scheduled meetings/calls with students and WBL supervisors to render any needed technical assistance or immediately address any problems and/or concerns of the student.
* Keeps high school administration abreast of the WBL program’s operations and outcomes.
* Monitors the WBL programs for compliance with state and federal regulations and informs students and WBL supervisors of these regulations regarding training, child labor, safety, liability insurance, and so on.
* Completes evaluation forms with the WBL supervisor each grading period and conducts a follow-up session with each student.
* Verifies eligible students receive the appropriate unit(s) of credit.
* Maintains all required forms and documentation and submits all required WBL reports to MDE.
* Serves as WBL supervisor and/or mentor for nontraditional WBL experiences, such as entrepreneurship, school-based enterprises, simulated workplace, community service projects, project-based learning, supervised agricultural experience, or summer WBL placements.
* District Coordinator for Major Clarity