

POSITION:	Work-Based Learning Coordinator
POSITION SUMMARY:	The Work-Based Learning (WBL) Coordinator plans, coordinates, implements, and evaluates the district's Work-Based Learning Program, including Cooperative Education, the Workforce Innovation and Opportunity Act (WIOA) Youth Program, and the IGNITE Industry Tour Initiative. The coordinator develops partnerships with employers, workforce agencies, and community organizations to expand career-connected learning opportunities while ensuring compliance with KDE requirements, district policies, and grant regulations.
QUALIFICATIONS:	<u>Education & Experience</u> ● Preferred Master's degree in education, Career and Technical Education, or related field. ● Experience working with business, industry, and community partners preferred. ● Knowledge of career pathways and work-based learning programs. <u>Skills & Abilities</u> ● Strong leadership, communication, organization, and problem-solving skills. ● Ability to build partnerships and manage multiple projects. ● Experience using technology and student data systems. ● Ability to maintain accurate records and ensure compliance.
REPORTS TO:	Assistant Superintendent of Instruction or designee

**PERFORMANCE
RESPONSIBILITIES:**

I. Cooperative Education & Work-Based Learning Coordinator

Program Administration

- Coordinate and administer the district's Work-Based Learning and Cooperative Education Program.
- Recruit, place, and monitor student participants.
- Develop employer partnerships that expand work-based learning opportunities.
- Match students with career pathway-aligned employment.
- Maintain communication with students, parents, employers, counselors, teachers, and administrators.
- Conduct employer visits and assist in resolving workplace concerns.

Documentation & Compliance

- Maintain all required KDE work-based learning documentation and student records.
- Ensure records are accurate, complete, and audit-ready.
- Monitor deadlines and maintain records according to state retention requirements.

Student Supervision

- Monitor attendance, work hours, and workplace performance.
- Reinforce workplace expectations and employability skills.
- Verify compliance with district transportation and program procedures.

Data Management & Reporting

- Maintain Work-Based Learning records and grades in Infinite Campus.
- Prepare reports required by the district and Kentucky Department of Education.

II. Workforce Innovation and Opportunity Act (WIOA) Coordinator

Grant Administration

- Coordinate all district responsibilities related to the WIOA Youth Grant.
- Maintain participant eligibility, documentation, and compliance.
- Complete required reporting, audits, and grant documentation.

Collaboration

- Serve as liaison between the district and Workforce Development Board.
- Attend required meetings, trainings, and professional development.
- Maintain partnerships with workforce agencies and community organizations.

III. IGNITE Industry Tour Coordinator

Program Coordination

- Coordinate industry tours aligned with Career and Technical Education pathways.
- Collaborate with district staff and business partners.
- Organize scheduling, transportation, permissions, and communications.

Documentation & Reporting

- Maintain participation records and required documentation.
- Evaluate program effectiveness and complete required reports.

OTHER RESPONSIBILITIES

- Represent the district professionally with business and community partners.
- Develop partnerships that expand career exploration, internships, apprenticeships, and workforce opportunities.
- Maintain accurate electronic and paper records.
- Meet reporting deadlines and compliance requirements.
- Utilize district technology systems, including Infinite Campus.
- Communicate effectively with students, families, staff, and community partners.
- Attend required meetings, training, and professional development.

	• Support district Career and Technical Education initiatives. • Perform other duties as assigned. • Supervise and support assigned staff to ensure effective implementation and success of the program.
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted certified teacher salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Assistant Superintendent of Instruction or designee.

Board Approval: