



## **WORK-BASED LEARNING SPECIALIST**

### **GENERAL RESPONSIBILITIES**

This position is responsible for establishing a rapport with business and school communities to create work-based learning activities for students at all high school sites. Act as a positive role model for students and model professional and ethical standards; work in a collegial and collaborative manner with peers, school personnel and the school community to promote and support the mission and goals of the school division and abide by all school division policies and procedures.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Establish relationships with local businesses to create pre-apprenticeship, internship, mentorship, job shadow, and service-learning opportunities necessary for students to access career pathway opportunities in a wide variety of regionally viable career fields.
- Monitor regional career data to predict and follow hiring trends in the region.
- Organize, catalog, and promote work-based learning opportunities for school-site personnel associated with the program, students, and families.
- Develop and monitor processes to track student participation in work-based learning across the division and work-based learning's impact on the College, Career, and Civics Readiness Initiative (CCCRI) school accreditation measure.
- Present professional development for stakeholders on workforce development program activity topics.
- Serve as a resource for schools as they develop personalized work-based learning programs and work at the site level to meet CCCRI goals.
- Develop plans of study to map out student pathways in regionally viable career clusters.
- Monitor compliance with guidance for work-based learning safety from the Office of Risk Management.
- Maintain accurate records and coordinate program resources.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge of the local, state, and national workforce development initiatives; ability to maintain frequent, meaningful school/business communication and develop proactive partnerships between the local industry and the Virginia Beach City Public Schools to create work-based learning activities; ability to establish a collaborative innovative learning environment that is responsive to students' need to explore career pathways; recognize multicultural perspectives in all areas of the program and emphasize the value of cultural diversity; demonstrate an ability to work as part of a collaborative team; demonstrate effective verbal and nonverbal communication techniques to foster positive interactions with students; maintain accurate and confidential records and demonstrate computer proficiency, especially with Microsoft office software programs.

### **EDUCATION AND EXPERIENCE**

Must have a bachelor's degree or hold a Collegiate Professional Certificate or Postgraduate Professional Certificate. Background in workforce development or career and technical education settings and instructional knowledge of work-based learning preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Must hold a valid driver's license.

Regular and reliable attendance is an essential function of this position.