

SCHOOL CITY OF EAST CHICAGO
Opening- 2022-2023 School Year

Position: Work-Based Learning Coordinator

Reports to: CTE Director

Job Description: The Work-Based (WBL) Coordinator will be responsible for coordinating WBL experiences for students including scheduling career speakers and tours, internships, apprenticeships, job shadows, paid-work, and volunteer work. WBL Coordinator will keep all data related to student WBL experiences.

Required Qualifications:

- Bachelor's Degree in Education, Business or similar area of study
- Valid teaching license in Indiana in area of study required, may include Workplace Specialist License, preferred
- Experience in urban school setting preferred

DUTIES AND RESPONSIBILITIES

- Coordinate WBL experiences for students, including paid-work, internships, apprenticeships, job shadowing, and volunteer work
- Plan and coordinate career speakers and career tours for the CTE program
- Keep updated data for all WBL-related students experiences and assist with state reporting as needed
- Assist students with Governors Work Ethic Certificate
- Collaborate with CTE staff to help develop curriculum related to technical skills and soft skills
- Supervise and monitor students work, internships, apprenticeships, job shadowing, and volunteer work to assess/evaluate skill development, provide support, and track data
- Assist students with WBL portfolios
- Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences to students
- Work closely with guidance counselors, CTE teachers, and Teachers of Record to help promote WBL experiences and CTE pathways
- Develop and file written training plans and agreements
- Know and assure compliance with relevant state and federal labor laws and regulations
- Prepare, administer, and analyze annual student and employer follow-up surveys
- Coordinator will on occasion have to adjust work hours to schedule on site visits after school hours
- Performs such other task and assumes such other responsibilities as the CTE Director may from time to time assign or delegate

SALARY:

- \$42,000
- Grant-funded position
- 12 months, full time employment

START DATE:

- Upon Board Approval

APPLICATION DEADLINE: OPENED until filled.

Please submit a letter of interest and credentials/resume to: Please make sure to apply on-line@:<https://rds.ecps.org/rdsonlineapp/>

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