

INDUSTRY LIAISON JOB DESCRIPTION

The Industry Liaison for a PTECH 9-14 school is responsible for the overall coordination and execution of Employer- specific projects at the school to ensure long-term commitments and goals. The Industry Liaison will also oversee the broader industry coalition initiatives for a P-TECH 9-14 school.

SUMMARY

- Provide project management for Employer-specific projects at the school, including workplace learning, mentoring, externships, and internships.
- Provide support to the Workplace Learning Coordinator in Employer-specific projects at the school, including workplace learning, mentoring, externships, and internships.
- In conjunction with the school, convene a P-TECH 9-14 school Advisory Board and oversee school-based initiatives.
- Collaborate with the a P-TECH 9-14 school Advisory Board to review and revise the skills map annually
- Research and develop best practices in workplace learning curricular models
- Research and develop best practices in mentoring program models
- Continually develop industry-vetted skills map and workplace competencies
- Develop work practices and systems that enable sustainable engagement between the school, the Employer and the industry coalition.
- Engage in professional growth and development opportunities to keep abreast of current and emerging careers in a rapidly changing workplace
- Act as point-of-contact and initiator for collaborative efforts involving the Advisory Board, [Convener/Intermediary], College Partner, the District Partner, and the P-TECH 9-14 School staff, students and parents, and other interested parties around employer commitments.

(continued...)

SUMMARY

- Provide project management for Employer-specific projects at the school, including workplace learning, mentoring, externships, and internships.
- Provide support to the Workplace Learning Coordinator in Employer-specific projects at the school, including workplace learning, mentoring, externships, and internships.
- In conjunction with the school, convene a P-TECH 9-14 school Advisory Board and oversee school-based initiatives.
- Collaborate with the a P-TECH 9-14 school Advisory Board to review and revise the skills map annually
- Research and develop best practices in workplace learning curricular models
- Research and develop best practices in mentoring program models
- Continually develop industry-vetted skills map and workplace competencies
- Develop work practices and systems that enable sustainable engagement between the school, the Employer and the industry coalition.
- Engage in professional growth and development opportunities to keep abreast of current and emerging careers in a rapidly changing workplace
- Act as point-of-contact and initiator for collaborative efforts involving the Advisory Board, [Convener/Intermediary], College Partner, the District Partner, and the P-TECH 9-14 School staff, students and parents, and other interested parties around employer commitments.

PRIMARY ROLES AND RESPONSIBILITIES

1. Identify/ Develop Innovative Work Place Learning Curriculum

- Collaborate with the a P-TECH 9-14 school's Workplace Learning strand to create project-base learning opportunities and workplace experiences that address workplace competencies and technical skills
- Provide speakers for classroom projects and school-wide events as needed
- Work with the Workplace Learning Coordinator and Advisory Board to implement an industry- validated assessment tool for workplace competencies and technical skills Managementoringprogram

2. Manage Mentoring Program

- Recruit and train professional mentors from the Employer Partner

(continued...)

- Develop curriculum with the Workplace Learning Coordinator to facilitate meaningful conversations between students and mentors that support workplace learning goals
- Plan at least two in-person events for students and Employer Partner mentors with Workplace Learning
- Manage data to ensure 100% participation
- Provide Employer Partner mentors for the principal and teachers, according to staff needs

3. Coordinate on-site workplace learning experiences at Employer Partner Facilities

- Plan pre-work and engaging on-site visits for students that provide insight into the workplace and jobs that students are working toward and align with what students are learning in school
- Recruit Employer Partner volunteers as needed

4. Create Professional Opportunities for Teachers

- Pair teachers with Employer Partner professionals (in appropriate specialty/content area) for job shadowing
- Coordinate ongoing professional development experiences for the P-TECH 9-14 school's Workplace Learning teachers and Coordinator (i.e. attending meetings, conferences, and presentations on industry-specific skills)

5. Manage [Employer] Internship Program

- Identify relevant, substantive, and credit-bearing projects for students working with school and college faculty and industry partners
- Work with Workplace Learning Coordinator to create an internship-ready assessment that will help determine which students are ready for internship opportunities
- Coordinate schedules and work spaces (i.e. which days students will work, where they will sit, which meetings they can attend)
- Identify an on-site [Employer] mentor as a resource for students
- Develop a formal evaluation with managers, mentors, and teachers (i.e. presentation, written reflection, etc.) to culminate each student's internship experience

5. Collaborate with industry partners to provide internships, mentors, and workplace learning experiences

- Convene a coalition of partners that will provide support for the school

(continued...)

- Determine appropriate roles and responsibilities for external partners
- Work with partners and the P-TECH 9-14 school's Workplace Learning Coordinator to coordinate workplace learning experiences, mentors, and internships

MINIMUM QUALIFICATIONS

- Bachelor's degree, required
- Four years' relevant experience required.
- Strong communication skills, both written and verbal, are required.
- Outstanding organizational skills, required.
- Demonstrated mastery of relevant technological capacities (e.g. Microsoft Office suite)

PREFERRED QUALIFICATIONS

- Master's degree in education, public affairs, or related field and/or a state teacher certification
- 2-3 years working in an urban school setting
- Experience working in higher education