



**P-TECH MODEL RESOURCE**

# WORKPLACE LEARNING COORDINATOR ROLES AND RESPONSIBILITIES

The Workplace Learning Coordinator is responsible for coordinating career development services for all students and for establishing and maintaining business/education partnerships that support a P-TECH 9-14 school’s mission of college and career readiness. The Workplace Learning Coordinator serves all students by building linkages with the school staff, business/industry representatives, postsecondary educational personnel, parents, and civic and community organizations. Working collaboratively with the school staff and coordinating the support services of the business community, the Workplace Learning Coordinator facilitates students’ transition into the workplace during their time at a P-TECH 9-14 school.

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## SUMMARY:

- Develop and implement programs and activities that enhance student instruction and teacher professional development, such as mentoring and externships, as well as initiating connections to existing programs and opportunities.
- Develop work practices and systems that enable sustainable engagement between a P-TECH 9-14 school, the Employer Partner, and the Advisory Board.
- Work with faculty and staff to integrate career research projects, communication skills, resume writing, interviewing techniques, and presentation skills into the existing core academic and workplace learning curricula.
- Coordinate curriculum integration of workplace learning and core-academic content areas.
- Participate in professional organizations, meetings, and conferences at local, state, and national levels as appropriate and feasible for professional growth and development.
- Coordinate school staff requests for partnership support services.
- Act as point-of-contact and initiator for collaborative efforts involving the students’ Employer(s), the College Partner, the District Partner, and the P-TECH 9-14 school staff, students and parents, and other interested parties.



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## PRIMARY ROLES AND RESPONSIBILITIES:

### 1. Develop and implement innovative workplace learning curriculum

- Collaborate with the Industry Liaison (or other industry partners) and P-TECH 9-14 school staff to create project-based learning opportunities and workplace experiences that address workplace competencies and technical skills
- Work with the Industry Liaison and Advisory Board to develop an industry-validated assessment tool for workplace competencies and technical skills

### 2. Manage mentoring program at the P-TECH 9-14 school

- Develop online mentoring projects with the Employer Industry Liaison
- Survey existing resources and implement best practices
- Work with teachers to tailor assignments to student needs and workplace learning curriculum
- Train students and teachers on online platform and program expectations relevant to the industry
- Monitor student participation in the program and follow up with those who are not participating
- Work with the Employer and Advisory Board to plan in-person events
- Serve as primary point of contact for teachers and students

### 3. Work with the Employer and Advisory Board to coordinate on-site workplace learning Experiences

- Determine learning objectives for each visit
- Plan the agenda with hosting organization
- Coordinate school logistics and scheduling
- Recruit volunteers and chaperones
- Create pre- and post- work activities for students and teachers

### 4. Create professional development opportunities for the P-TECH 9-14 school staff

- Facilitate (bi-) weekly workplace learning meetings with teachers
- Conduct weekly classroom observations
- Lead monthly professional development sessions for the entire school staff



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## 5. Work with the Employer and Advisory Board to coordinate internships

- Work with the Industry Liaison and other industry partners to determine learning goals, projects, and select students for individual placements
- Develop comprehensive evaluation for students and managers
- Conduct regular check-ins with students, teachers, and managers
- Serve as primary point of contact for school staff and managers
- Coordinate scheduling and transportation

## 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