



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

400 E Silverspoon Avenue - Granville, IL 61326
(815)882-2800 x 5

JOB DESCRIPTION **-Work-Based Learning Coordinator-**

Purpose

1. Develop and implement a work-based learning program that facilitates successful student transitions to post-secondary opportunities
2. Plan and teach Career Education Courses in accordance with the PCHS Program of Studies

Reports To

PCHS Principal

Duties/Responsibilities

1. Prepares and implements lessons for Career Education Courses in accordance with the PCHS Program of Studies
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District
3. Strives to implement by instruction and action the District's mission and belief statements
4. Evaluates student progress on a regular basis
5. Develops academic and behavioral expectations for students' participation in work-based learning opportunities, including handbooks and permission forms
6. Coordinates supervision and evaluation of students in career-based courses and training sites
7. Collaborates with the Principal, Guidance Counselor, and other appropriate personnel to develop schedules for student work experiences
8. Coordinates with PCHS and PCJH teachers to schedule career-focused activities, including but not limited to, guest speakers and job shadowing
9. Establishes relationships with regional businesses and organizations to expand career education placement opportunities for students
10. Serves on local workforce development boards and organizations
11. Prepares and submits reports as requested by Administration and/or as required by State or other organizations
12. Assists the Guidance Counselor with development and implementation of the PaCE Framework, including articulation with PCJH
13. Participates in curriculum development programs
14. Leads the development of an annual career and college fair
15. Attends CTE conferences and workshops
16. Promotes career awareness and opportunities and its role in the high school to internal and external stakeholders
17. Works with supervisors to develop and maintain programs and environments that promote the safety and welfare of students, faculty, staff, and visitors
18. Follows all policies and procedures as approved by the Board of Education and administration
19. Perform related duties as assigned for all PC #535 schools

License

Professional Educator License (Career and Technical Educator)

Other

- Salary and benefits to be paid according to collective bargaining agreement

Approved: October 17th, 2023

-Providing foundations together, Cultivating individual growth-
www.peschools535.org