Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2024

Coordinator, Worked-Based Learning

Pay Scale: B
Level: 20
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview
The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Support.

Job Overview
The Work-Based Learning Coordinator will work with various stakeholders to support students in developing workplace skills related to Career and Technical Education (CTE) fields; and a career plan aligned with their interests and experiences according to the Profile of a Virginia Graduate.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Establishes and tracks career and technical education work-based learning experiences (job shadowing, internship, externship, and apprenticeship), and guest speaker opportunities for students by building rapport with local businesses associated with CTE pathways
- Collaborates with career and technical education, school counseling, community connections, and career center staff to plan and implement career exploration fairs
- Supports students with developing competencies in Critical thinking, Creative thinking, Communication, Collaboration, and contribution through work-based learning experiences
- Supports schools in helping students develop the knowledge, skills, attributes, and experiences identified by employers, higher education, and the state Board of Education as critical for future success
- Ensures students have opportunities to learn more about the Career and Technical employment options and career paths from elementary to high school
- Work with stakeholders to provide opportunities for students to learn about workplace expectations and career options in their communities and elsewhere
- Assists with related assignments as determined by the Assistant Superintendent for Teaching and Learning or the Director of Career, Technical and Adult Education

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Master's Degree

Experience
Five (5) years of experience as a career and technical education teacher or administrator at the secondary or post-secondary level and/or related experience in the field of CTE

Licenses and Certifications
Holds or is eligible for the Postgraduate Professional License with an endorsement in Administration and Supervision PreK-12

Knowledge, Skills and Abilities
- Knowledge of curriculum development and instructional practices
- Ability to develop curriculum
- Ability to interpret and apply data
- Possesses leadership qualities and personal characteristics necessary to work effectively with students, teachers, and parents

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.