

## **Work-Based Learning Coordinator**

### **Work Based Learning Coordinator: Vista Charter Alternative High School**

**Salary Schedule:** Vista Charter Schools Instructional Salary Schedule

**Work Calendar:** 178 days

**Contact:** Emily MacNiven, Principal, [eparismac@vistacharter.org](mailto:eparismac@vistacharter.org)

Vista Charter, Alternative High School is seeking a full-time, dynamic and results-driven Work-Based Learning Coordinator (WBLC) to provide strategic support in developing a work-based learning program at Vista aligned with CDE's recommendations for promising practices in work-based learning for youth.

The WBLC will secure key partners in career pathway areas within the local community to provide students with robust career-based opportunities in the Montrose economy.

The WBLC will report to the principal of Vista Charter School and will work in close collaboration with the post-secondary guidance coordinator.

### **RESPONSIBILITIES**

The Work-Based Learning Coordinator's key responsibilities include, but are not limited to, the following:

- Create high quality internship and job shadowing opportunities for students in career pathway areas within the local economy.
- Leverage select partners to expand their reach within the pathway's work,
- Help develop school-wide systems which provide students with school-based opportunities to build students knowledge and skills related to selected career pathways.
- Assess student interest in various career options within the local economy to determine career pathways to be created.
- Work with the post-secondary guidance coordinator to facilitate career exploration sessions with students.
- Collect and analyze career pathways data and report findings as the program is created and share with all school stakeholders.
- Participate in state-wide convening and activities facilitated by CDE and the work-based learning incubator
- Hold quarterly meetings with community partners to share information, lessons learned and opportunities for policy and/or practice changes to strengthen the pathway program
- Develop working relationships with school faculty, students, community agencies, leaders and employers
- Oversee Vista's career, field trips, job shadows, internship, work-study and career pathways program placements
- Lead training workshops to prepare students for the workplace
- Lead best practices in work-based learning professional development sessions for staff
- Create a pool of employer speakers in the areas of identified career-pathways
- Facilitate career speakers to engage teachers and youth with project-based-learning regarding career awareness
- Create family career speaker events to engage parents and students in career awareness within selected career pathway areas
- Facilitate career-specific awareness field trips

- Engage employers for job shadow opportunities
- Establish mentorship and apprenticeship programming within business partnership industries
- Recruit employers to participate in mentoring
- Help students create a digital portfolio including career research, exploration, education options, a resume, and cover letter
- In conjunction with the post-secondary guidance coordinator, provide formal seminars or classes on work readiness including refining resumes, interviewing, employer expectations, and business etiquette
- Help to set up interviews, and placements to businesses to support school's work study program
- Use performance based measurement Work-Based Learning Plan and/or as measure of competencies and skill-building tool, and as support for employer
- Develop externships
- Serve as liaison to businesses after placement to troubleshoot issues
- Provide worksite supervisor training using the recommended practices from CDE's work-based learning incubator and state wide employer sector summit
- Participate in local chambers, rotaries and economic development corporations

## **QUALIFICATIONS**

The ideal candidate will have:

- Bachelor's degree with a Master's degree preferred and a minimum of some experience working in project management, identified industries, social programs, and employment and training programs
- Strong computer and technology skills and written and verbal communication skills
- Ability to work collaboratively with other experienced professionals, teachers, parents, students and other stakeholders
- Strong belief in the Vista Charter School's mission, approach and core values
- Experience in establishing industry and community partnerships
- Experience in creating work-based learning opportunities for students off campus
- Colorado driver license, proof of auto insurance, reliable transportation
- Effective marketing skills for employer recruitment
- Experience working independently on projects and as a fluid member of a team
- Strong desire for a candidate who understands the local labor market and the community of Montrose, CO
- A willingness to begin program building work this summer, as supported by an extra-duty work stipend
- Candidate must be willing to work a flexible schedule to support industry partners include some evenings and weekends as needed
- Former grant writing experience highly desired.

## **COMPENSATION**

The WBLC will be placed on Vista Charter School Salary Schedule, commiserate with years of relevant experience and education.

Additional extra-duty stipends for summer, evening and weekend work may be applicable.

See Vista Charter Schools website for most recent Salary Schedule

<http://vistacharter.org>

**DESCRIPTION OF VISTA CHARTER, ALTERNATIVE HIGH SCHOOL:**

Vista provides a flexible class schedule which allows students to secure employment while attending school. Course work is individualized, and credit is earned at a self-paced rate through pathway system including a credit pathway, a competency pathway and a work-based learning pathway. Vista offers both computerized courses and more traditional textbook courses to students.

**Our Mission:**

The mission of Vista Charter School is to ensure that all students master the skills required to earn a high school diploma and that they acquire the tools necessary for future success.

Vista Charter School's student culture is centered around the following pillars:

- V- Visionary
- I- Innovative
- S- Socially Responsible
- T- Task-Oriented
- A- Achievers

**The FOUR C's**

**Four Cornerstones of Character for Student Success**

**CONNECTION-**

Developing connections with others to create a sense of belonging and teamwork

**COMPETENCY-**

Achieving academic proficiency in Math, Reading, and Writing

**CONFIDENCE-**

Creating a healthy self-confidence to assist in making positive choices toward a career path

**COMMUNITY-**

Learning to give back to the community with the resources you have available

**TO APPLY:**

Interested applicants should apply online at <https://www.applitrack.com/mcsd/onlineapp/> or send a cover letter and resume to Emily MacNiven, principal, at [eparismac@vistacharter.org](mailto:eparismac@vistacharter.org)

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

