



Work-based Learning Specialist
Job Description

| | |
|----------------------|--------------------------------|
| Job Title: | Work-Based Learning Specialist |
| Location: | Mater Dei High School |
| Reports To: | Principal of Mater Dei |
| FLSA Status: | Salary, Exempt |
| Last Revised: | January 2024 |

Mission: *Inspired by Mary, Mother of God, Mater Dei High School exists to provide a caring and disciplined learning environment that builds upon the education established by Christ, carried forward by the Catholic Church, and nurtured by families.*

Vision: *To be recognized as a compassionate community devoted to Mary, Mother of God, where faith, hope, and love are rooted in the Catholic tradition, where knowledge is pursued with passion and excellence, and where character is exemplified through service, discipline, and respect.*

Core Values: *Our behaviors and decisions are guided by our core values of caring, commitment, and community. We aspire to be more Christ-centered and respectful, while fostering a sense of belonging.*

Summary:

Mater Dei is committed to enhancing our academic resources and real-world experiences for students that will prepare them for life’s opportunities, develop critical thinking skills, and foster an appreciation for learning. The Work-Based Learning Specialist develops and provides learning and work experiences that prepares all students with the related academic critical thinking, workplace readiness, and technical skills essential to pursuing career pathways. This position collaboratively coordinates work-based learning experiences including career speakers and tours, internships, apprenticeships, job shadows, and paid-work experiences with teachers, staff, and administration. Responsibilities also include program planning, administration, and management; curriculum development and evaluation; on-the-job instruction, coordination and guidance.

Responsibilities:

Student & Family Service

- Advise potential program enrollees, working with school counselors, teachers, and staff.
- Support and partner with school counselors as students complete Individual Career and Academic Plans. Schedule appointments with students to assist on work based learning and career planning.
- Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus and foster leadership opportunities through community partnerships and work-based learning programs.
- Facilitate and/or coordinate professional development for parents, community members, administrators and other stakeholders on careers and work based learning programs.

Workplace and Community Partnership

- Collect and share internship information and connect students to internships.
- Build and maintain a community network for job sites, internship and apprentice opportunities, job shadowing and work-experiences.
- Work and partner with local businesses and industry on implementing work based learning and internship opportunities for students.
- Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace.

Curriculum and Academic Connections

- Drive implementation of the Career & Technical Education programs in grades 9-12, including instructional models, career exploration opportunities, and increased use of work-based learning.
- Engage in continuous learning of research-based, instructional strategies, best practices and national programs related to work-based learning, project-based learning, internships, apprenticeships, programs of study, and Indiana's Career Pathways Curriculum.
- Develop, support, and sustain career path opportunities and programs leading to increased student participation in career exploration opportunities.
- Collaborate with administrators and teachers in developing and vetting units of study to include career connections and exploration opportunities.

Day-to-Day Duties

- Communicate and respond to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction.
- Practice detailed record keeping and reporting in support of student achievement and continuous program improvement.
- Arrange relevant career speakers and demonstrations, field trip experiences, and job site tours.
- Attend meetings, professional development, and training sessions as required.
- Monitor and assist in the maintenance of required documentation for registered apprenticeships and work-based learning experiences. Collect and submit participant data or reports on scheduled deadlines in required format.
- Collaborate with staff and postsecondary institutions to develop and maintain career pathways which prepare students for apprenticeships, community college, or university degree programs.
- Work with staff as coordinator of yearly the Career Day event and other career-driven events.

Qualifications:

- Minimum of 5 years in education or work place leadership
- Bachelor's Degree in education or related field preferred
- Working knowledge of the Indiana State Academic Standards.
- A passion for work-based learning, career & technical education, student achievement and educational equity.
- A demonstrated conviction that all students can and will achieve at high levels at Mater Dei High School.
- A cooperative/supportive attitude in working with community partners, teachers and administrators.
- Strong facilitation, leadership, and communication skills (both oral and written).
- Ability to work creatively on projects both independently and collaboratively with teams.
- Ability to synthesize ideas, communicate clearly and succinctly, and design strategies for communicating effectively with internal and external audiences.
- Ability to create and maintain spreadsheets, databases and use a variety of other current tools of instructional technology.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

To apply, please send a cover letter, resume, professional references to: jscheu@evdio.org