ALBERTVILLE CITY SCHOOLS

TITLE: Work- Based Learning Instructor

QUALIFICATIONS:

- 1. Valid Alabama certificate in appropriate, OR
- 2. Eligible for certification through a Career Tech and/or Teacher Certification approach
- 3. An individual must be eligible to seek additional certification as a Work-Based Learning (WBL) Coordinator.
- 4. Ability to be punctual and in regular attendance.
- 5. Such alternatives to the above qualifications as the Board may require.

REPORTS TO: Principal and Executive Director of Career Technical Education

- **SUPERVISES**: Students and teacher aide(s) as assigned
- JOB GOAL: To facilitate student learning in subject matter and skills that will contribute to their development as mature, able, and responsible members of society. Conduct an instructional program that combines on-the-job experiences with related classroom instruction to equip the students with job entry skills to meet their occupational objectives and/or skills which will enable them to pursue advanced study and training; and include appropriate student organizations as integral part of the instructional program.

JOB DUTIES:

- 1. Demonstrates support for the school system and its vision, goals and priorities.
- 2. Demonstrates knowledge and understanding of career technical education in the subject/field/cluster assigned.
- 3. Demonstrates knowledge of current educational research and implements best instructional practices.
- 4. Plan, organize, and conduct an instructional program designed to develop skills, technical knowledge, and work habits in accordance with the State Board of Education Course of Study.
- 5. Prepare a training plan for each cooperative education student.
- 6. Adapt training plan in collaboration with workforce.
- 7. Develop and instruct in classroom activities to correlate with the job experience of the student.
- 8. Make on-the-job coordination visits to ensure training objectives are being met.
- 9. Coordinate the training experiences of employed students during the summer.
- 10. Prepares the classes assigned and shows documentation of preparation to supervisor.
- 11. Employ a variety of instructional techniques and methods.
- 12. Select training stations and place student learners.
- 13. Maintain an efficient filing system that includes instructional materials, records, reports, and correspondence.
- 14. Prepare and submit accurate reports required by the High School, the District and the State Department of Education.
- 15. Keep a systematic record of former students.

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- 16. Maintain accurate records of students' progress, identifying the skills and knowledge in which the student is proficient.
- 17. Maintain a record of attendance.
- 18. Evaluate each student's performance, knowledge, and skills on a regular basis and provide progress reports as required.
- 19. Maintain a record of contacts from visits to training stations.
- 20. Maintain on file for each student: Training agreement; Training plan; Student application; Interview/résumé; Evaluation; Signed Parent Forms.
- 21. Provides feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- 22. Communicates high learning expectations for all students.
- 23. Engages in continuing improvement of professional knowledge and skills.
- 24. Supports school improvement initiatives by active participation in school activities, events, ceremonies, services and programs.
- 25. Attends local, state, and national staff development programs, workshops, and conferences to improve professional performance and knowledge as requested.
- 26. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
- 27. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
- 28. Responds to inquiries and requests in a timely and positive manner.
- 29. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
- 30. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
- 31. Reports absences and takes leave in accordance with Board policies and procedures.
- 32. Serves as the sponsor for an affiliated career and technical education student organization relevant to the program area to integrate leadership skills and to participate in educational and competitive events.
- 33. Works with guidance personnel in the recruitment of students.
- 34. Provides related instruction with laboratory, or other occupational experience that is appropriate to the career objectives of the student.
- 35. Maintain professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development</u>
- 36. Attend staff meetings, as required, and serve on staff committees as assigned.
- 37. Assist in daily duties, of which may be car duty, extra-curricular duties whenever students are involved in school activities.
- 38. Encourage students to set and maintain high standards of classroom behavior.
- 39. Provide students with the opportunities to attend local, state and national competitions when approved by the administration.
- 40. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 41. Perform other duties as may be assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
FLSA STATUS:		Exempt			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience <u>as per policy 5.1.2 – Personnel – Special</u> <u>Requirements for the Position</u>				
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and agreed to by:		Employee		Date	
Principal/Program Coordinator Initials		🗌 Hun	nan Resource	Initials	
BOARD APPROVED: 04/18/2023					