

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.

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 as per Board Policy 5.5 Personnel – Professional Development**
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.

