



Job Description

Job Title: Work-Based Learning Specialist

Supervisor: Instructional Supervisor, CTE

Job Classification: Exempt

Pay Grade: 38

Contract Length: 245 days

Job Summary

Position is responsible for supplementing and supporting the Work-Based Learning initiatives in the Career & Technical Education department. Position is responsible for assisting with the planning, organizing and facilitating the division's work-based learning experience opportunities and analyzing performance and work-based learning data. Position collaborates with the CTE Instructional Supervisor and Instructional Specialists to create high quality work based learning opportunities for all NNPS students as well as facilitate partnerships and promote pathways programs with community businesses in the non-profit and private sectors.

Essential Duties

1. Assists with planning, organizing, and facilitating meaningful work-based learning experience opportunities through business/industry and community resources.
2. Work with the Career and Technical Education Instructional Supervisor and Instructional Specialists to create high-quality work-based learning opportunities for all NNPS students to include in-person and virtual student simulations adhering to local and VDOE work-based learning guidelines.
3. Conduct student orientations to inform student participating in work-based learning experiences details of such experiences such as duties and responsibilities, compensation, benefits, schedules and working conditions.
4. Provide students with school-based opportunities to build their knowledge and skills.
5. Assess student interest in various career options and use this information to develop a career exploration curriculum.
6. Collect and analyze career pathways and workforce development data and report findings to community partners and stakeholders.
7. Review and analyze annual CTE performance reports and work-based learning data.
8. Maintain an employer/labor database to track student internship opportunities as well provide reports on program participants.
9. Coordinate and assist in facilitation of employment skills workshops such as job interviewing, job application and resume writing.
10. Assist in the application for appropriate grant opportunities for future funding of site-based school-to-career programs to support work-based learning activities.
11. Coordinate summer learning experiences.
12. Promote pathway programs to community, non-profit and private sectors.
13. Develop guides, brochures, and promotional materials to market career and technical education.
14. Create a Business Advisory Council; facilitate meetings with advisory council meetings quarterly
15. Coordinate efforts between local businesses and the NNPS middle and high school and leverage select partners to expand their reach within the school district's career pathways network. Lead the Cooperative Education (COOP) teachers at all five NNPS high schools to create and expand work-based learning opportunities
16. Ensure all NNPS students receive the necessary requirements for graduation as pertaining to College, Career & Citizen Readiness index, CTE and local and state indicators
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attend workshops, conferences and meetings with businesses and educational leaders to provide information on programs available.

2. Performs any other duties as assigned by the Career & Technical Education Supervisor or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree, a Postgraduate Professional License with endorsements in Career & Technical Education and 5 years teaching experience that includes experience in Career & Technical Education. (Virginia License in administration and supervision preferred). Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of career & technical education curriculum, Carl D. Perkins Act, instructional best practices, and adult learning theory. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community, students and others.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Instructional Supervisor, CTE

This job description in no way states or implies that these are the only duties to be performed by this employee. The Work Based Learning Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Instructional Supervisor, CTE & Career Pathways or appropriate administrator. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2025