



**JOIN OUR TEAM**  
**WORK BASED LEARNING COORDINATOR**  
**CENTER FOR CAREER SERVICES**

**10-MONTH POSITION**

**SALARY:**

**\$63,951 - \$87,760**

**ANTICIPATED START DATE:**

**January 2023**

**LOCATION:**

**Valhalla NY**

**CLOSING DATE FOR  
APPLICATION IS  
December 7, 2022**

**Center for Career Services**

The Center for Career Services is built upon the belief that students should have a range of options and opportunities when it comes to career preparation. Career and Technical Education is an important offering to consider instead of, or in addition to, the traditional college path. Our instructors bring extensive industry experience and expertise to 20 different program offerings. Each one supports the development of 21st century college and career skills aligned to students' interests and strengths. We serve students from 32 component school districts at our Valhalla campus. The Center is a division of Southern Westchester BOCES, a values-based organization of education leaders committed to serving the students and educators of our region. Working here provides our employees opportunities to make a true difference in the lives of children, families and communities. BOCES provides high quality, cost-efficient cooperative services supporting a wide-range of educational functions. We seek to recruit talented, experienced professionals who share our vision and belief in public education.

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

- Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, related to program activities and development, develop work-based sites, work with Transition Specialist to implement transition plans for students exiting high school.
- Connect students to related career opportunities regarding on-and -off campus Work-Based Learning experiences. Foster leadership opportunities through community partnerships and work-based learning programs.
- Knowledge of current workforce / employment demand and industry trends.
- Supervise and monitor students in their internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support and track appropriateness of workplace conditions. Ensure that the internship site(s) meet all NYS Department of Labor guidelines. (Paid Co-op internships).
- Monitor and assist in the maintenance of required documentation for registered WBL experiences. Collect and submit participant data or reports on scheduled deadlines in required format as per NYSED and/or Perkins Grant guidelines. Disseminate information on WBL to employers, parents, CCS staff and NYSED.
- Communicates /responds to inquiries from a variety of internal and external sources (parents, students, teachers, outside business/industries, community agencies, etc.) for the purpose of providing information as required to create internship opportunities for the students in various CTE programs.
- Maintain database of businesses/ industries willing to participate in work-based- learning.
- Contact business and industry regarding their employment and training needs to establish partnerships with our center.
- Prepare, review and edit written material as needed for correspondence, brochures and agendas.
- Collects and shares internships and WBL opportunities with CTE Teachers and students. Attends and participates in meetings, training and conferences as needed.
- Coordinate the development of school-based and work-based competencies.
- Host jobs fairs at the center to allow local industries to meet CCS students, organize and coordinate career-related events including career fairs, guest speakers, field trips and transition fairs.
- Plan Advisory Committee meetings(fall/spring) keep database of members, meeting minutes and support teachers with advisory committees as needed.
- Support teachers as needed in providing workshops to the student body regarding employability skills, resume writing, mock interviews, job applications and interviewing skills.
- Coordinate and evaluate student outcomes in an on-going manner and follow-up after students have exiting their CTE programs.

**QUALIFICATIONS:**

In order to qualify for a Coordinator of Work Based Learning Program extension, an individual must complete 6 college credits from one of the approved college programs and hold a New York State Teacher Certification. Please click on the links for information regarding the certification process:

<https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

<http://www.nysed.gov/career-technical-education/work-based-learning-teacher-certification-extension>

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status. This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to either Suzanne Doherty or Steve Tibbets, Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

**HOW TO  
APPLY**

**PLEASE FORWARD COVER LETTER AND RESUME TO:**

Suzanne Doherty, Director of Human Resources · 17 Berkley Drive, Rye Brook, NY 10573 · Fax: (914) 937-7644  
Or apply online: <https://olasjobs.org/SWBOCES>

