**Theodore Roosevelt High School**

**LINKED LEARNING WORK-BASED LEARNING SITE COORDINATOR**

Non-classroom Assignment, Preparation Salary Table (0706)

(1 Position)

Posting Date: 05/09/2022

The main role of the Linked Learning Work-Based Learning (WBL) Site Coordinator is to support the LAUSD Linked Learning Initiative. The WBL Site Coordinator will work at the certified Linked Learning school site to develop a robust advisory board composed of industry, post-secondary, and community partners who will provide a spectrum of WBL opportunities for students and faculty. The WBL Site Coordinator reports to the principal or assistant principal.

**Primary Duties/Responsibilities:**

Note: Incumbents in this position must provide direct instruction to students for at least 25% as part of their assignment.

* Initiates and supports the development of industry partnerships for K-12 teachers in Linked Learning pathways.
* Develops a work-based learning plan to support each student’s college and career development.
* Design and facilitates professional development to support teachers in creating authentic, real-world connections and partnerships for their project-based learning units. Supports K-12 teachers connecting K-12 common core standards to industry themed curriculum.
* Develops virtual and site-based, work-based learning opportunities for students including but not limited to orientations for business partners, placement of students, mentorship, industry feedback for students’ projects, and student–industry interactions. (i.e. facilitates and organizes Career days, industry field trips, and career exploration activities for students, including training students and teachers on the use of career assessments).
* Works with industry partners to ensure alignment of programs which support students in developing 21st century skills, with the goal to establish internships for students completing the continuum.
* Provides professional development around K-12 21st century skills, advisory resources and work-readiness curriculum, including calibration sessions around work-ready artifacts leading to mock interview (high school).
* Provides work-based learning orientations to teachers, counselors, and students, and parents including introducing relevant industry trends and areas to support students in internship placement and industry certification.
* Establishes a database of partners and opportunities to develop and expand connections with curriculum across content areas, projects, and student work opportunities.
* Collects and reports WBL data to MiSiS and uses this data to evaluate the effectiveness and access to for work-based learning opportunities and overall work-based learning program.
* Holds student applications sessions and workshops for work-based learning opportunities throughout the school year.
* Maintains industry partnership relationships, implementing MOUs, when necessary, in compliance with district policy, state and federal laws (i.e. coordinates symposiums for industry partners to educate them about school procedures related to working with students)
* Works collaboratively with pathway administration, Linked Learning Coach, lead teachers and/or grade level leads.
* Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Preparation Salary Table; C Basis + Differential at District’s discretion; 204 paid days, 6-hour assignment**

* In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
* For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
* Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email** [**HRSupportServices@lausd.net**](mailto:HRSupportServices@lausd.net)**.**

* Permanent certificated employee of the Los Angeles Unified School District
* Five (5) years of successful full-time public school certificated service as a teacher
* Meet standard performance ratings on Educator Development and Support: Teachers (EDST) Evaluation and in the preceding four years, have no Notice of Unsatisfactory Service
* A valid California Teaching Credential authorizing K-12 service at the secondary level
* English Learner Authorization

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**District Information:**

All candidates and employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process, prior to an official offer of employment to any District site.

**Non-Classroom positions may not be filled immediately, pending the filling of classroom vacancies.**

**Desirable Experience/Qualifications:**

* A valid California driver license and the ability to travel to other sites and locations throughout the District.
* Deep understanding of the work-based learning continuum.
* Knowledge of and experience teaching in a Linked Learning pathway
* Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
* Knowledge of and ability to conduct plan, design and implement professional development.
* Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
* Knowledge and experience with MyData, ISIS, MiSiS and other District reporting and tracking systems.
* Ability to establish networks, prior experience/knowledge in the specific industry pathway.
* Ability to compose and comprehend written communication.
* Ability to work collaboratively with teachers, parents and administrators.
* Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
* Poise, tact, and good judgment, and commitment to the education of all students.

*Assignment Limitation: The Non-classroom Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

Interested applicants must submit the following:

1. Current resume (include employee number)
2. Cover letter that describes qualifications for this position and successful experience in the following areas:
   * Supporting peers in the area of Linked Learning, Project Based Learning, and/or Common Core standard instruction
   * Designing and implementing differentiated instruction for all student
   * Using data and technology to influence achievement for diverse learners.
3. List of three (3) references that includes the current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

**Submit application materials to:**

Application materials must be sent electronically to [ben.gertner@lausd.net](mailto:ben.gertner@lausd.net) . In the email subject line please indicate the following: “**Linked Learning Work-Based Learning Site Coordinator** Application- Applicant Name”.

**DEADLINE: Friday, June 3, 2022 - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**