

**Roswell Independent School District  
Job Description**

**Job Title: WORK-BASED LEARNING LIAISON COORDINATOR**

**Reports To: DIRECTOR OF SECONDARY PROGRAMS**

**General Job Description:**

Assists in overseeing, organizing, planning, and monitoring the successful implementation and operation of all components, goals, and functions of the Programs of studies within the Roswell ISD Career and Technical Education Program.

**Essential Duties and Responsibilities:**

**Knowledge, Skills and Abilities**

1. Knowledge of best practices in administration and program management
2. Ability to cultivate partnerships with local businesses and organization
3. Knowledge of applicable federal and state laws regarding CTE, special education, individuals with disabilities, etc.
4. Ability to plan, organize and coordinate projects, work and training related to the implementation and supervision of the CTE program
5. Ability to manage and contribute to the marketing of the CTE Department through social media and public appearances
6. Knowledge of data information systems, data analysis and the formulation of action plans
7. Ability to prepare oral or written communications, such as presentations, reports, memoranda, letters, grant proposals, curriculum documents, etc.
8. Ability to establish and maintain cooperative working relationships with students, staff, parents, community and others contacted in the course of work
9. Ability to use computer network system and software applications as needed
10. Ability to organize multiple tasks and conflicting time constraints
11. Ability to engage in self-evaluation with regard to leadership, performance and professional growth

***Program Management***

1. Seek out and establish community and business partnerships that will advance the goals of the Programs of Study and Career Pathways
2. Coordinates CTE and Programs of Study students participation in internships
3. Coordinates campus student recruitment and retention efforts in Programs of Study
4. Coordinate internal and external communications for RISD Programs of Study; including website management; social media accounts; newsletter and contact with Academic Services Department, community college, and industry partners.
5. Assists with the development of the budget for Programs of Study career pathways.
6. Support and provide guidance on Programs of Study at each campus, and assist with research on professional organization affiliation for each campus.
7. Organize and manage the inventory system for the Programs of Study
8. Identify state and local resources to supplement course curricula
9. Organize campus specific training related to improving quality of instruction and academic performance of all CTE students, including students with special needs
10. Assist Director of Secondary Education with development of Programs of Study Advisory Committees
11. Participate in District Advisory Council Activities

## **WORK-BASED LEARNING LIAISON COORDINATOR (CONT'D)**

### ***Monitoring and Compliance***

1. Monitors instructional progress to evaluate progress toward program goals and gathers other significant data relevant to the success of initiatives, grants, or programs, when applicable
2. Monitoring CTE and Programs of Study students' participation in internships
3. Meets regularly with Director of Secondary Programs and campus leadership staff to analyze and interpret data and to coordinate Programs of Study activities
4. Coordinates the development and implementation of effective and efficient assessment systems and data collection processes that provide a record of baseline measures and tracks longitudinal trends
5. Implements and monitors federal and state requirements and regulations pertaining to instructional programs, professional development and Perkins grant standards
6. Maintains physical and computerized departmental files
7. Maintain confidentiality regarding communications with supervisor and administrators
8. Other assignments as requested by the Director

### **Professional Learning Community**

1. Engages stakeholders, higher education, business, students, parents, and other community agencies in the development of initiatives that address the goals of the Program of Studies career clusters and the Career and Technical education programming as a whole.
2. Provides and attends professional development and specified training to enhance skills, instructional strategies, and program management.
3. Provides regular updates of program activities and services to appropriate audiences.
4. Collaborates with district departments to coordinate and implement programs that support the special needs of all student populations.
5. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.

### **Personal Work Relationships**

1. All Roswell ISD employees must maintain a commitment to the District's mission, vision, and strategic goals
2. Exhibits high professionalism, standards of conduct and work ethic
3. Demonstrates high quality customer service
4. Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations

### **Additional Duties**

- Performs all job related duties as assigned and in accordance to the Board rules, policies and regulations

### **Travel Requirements**

- Travels to school district buildings and professional meetings as required.

### **Qualifications:**

1. Master's degree.
2. Currently hold or be eligible to obtain a New Mexico Administrative license as required by the State of New Mexico.
3. Five years' experience in public school administration and supervision and/or teaching.
4. Valid Drivers' license and Car Insurance.

**WORK-BASED LEARNING LIAISON COORDINATOR (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**