

# CLASSIFICATION SPECIFICATION

## Work-Based Learning Specialist

FT/PT Class Code: 3140, 3640 Pay Grade: 15 FLSA: Exempt Est. 11/29/21

**SUMMARY STATEMENT:** Assist the Director of the Delaware Office of Work-Based Learning with executing the daily operations of the office and developing work-based learning experiences in support of students and employers. The incumbent will develop and sustain working relationships and serve as the liaison between the DOWBL and Delaware Technical Community College (DTCC) faculty, school districts, the Delaware Department of Education (DDOE), and other public partners.

### NATURE AND SCOPE:

An incumbent reports to the Director of the Delaware Office of Work-Based Learning and works closely with academic affairs, workforce development, and career services. The incumbent collaborates with department chairpersons, deans, directors, and school personnel to promote the integration of work-based learning opportunities and experiences into academic programs and high school pathways.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

- 1) Develop and grow work-based learning relationships among employers, organizations, DTCC, DDOE, and public school districts. Collect and analyze data regarding work-based learning activities taking place at DTCC, school districts, and the public. Develop and implement a plan to assist partners in growing work-based learning activities.
- 2) Collaborates with academic department chairpersons, deans, directors, Career and Technical Education Coordinators, and other school personnel to promote and support the integration of work-based learning opportunities into academic programs and high school pathways programs.
- 3) Collaborates with employer organizations, executives, directors, and human resources personnel to create work-based learning partnerships with DTCC and Delaware high schools and pathways students.
- 4) Informs and connects higher education institutions, school districts, business and industry, state government, economic development organizations, and community-based organizations around the needs and opportunities for Delaware students to participate in work-based learning experiences.
- 5) Evaluates the quality and upholds the consistency of the implementation of the work-based learning course curriculum at the school districts and higher education institutions.
- 6) Supports oversight of the electronic filing system for the office, including support and creation of materials to support the Office of Work Based Learning and its mission.

### **PRINCIPAL ACCOUNTABILITIES, cont'd:**

- 7) Collaborates with the Director of Institutional Research, DDOE, and DDOL to assess program performance by collecting, analyzing, and reporting student performance and employment data.
- 8) Participates in regional and statewide events to raise awareness of the Office of Work-Based Learning programs and services.
- 9) Participates in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.
- 10) Supervises staff as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the principles and practices of the Delaware Department of Education, Delaware Tech, and the secondary and postsecondary institutions in the state of Delaware including but not limited to career and technical education and the Delaware Pathways Program.
- ◇ Knowledge of the key employers, industries, and economic drivers in the state.
- ◇ Ability to create reports and presentations for internal and external stakeholders.
- ◇ Proficient in the use of CRMs, spreadsheets, databases, and presentation software, such as Microsoft Office, to prepare reports, prepare presentations and conduct data analysis.
- ◇ Ability to effectively communicate verbally and in writing to a diverse population in a multicultural environment.
- ◇ Ability to create good working relationships with a variety of individuals at all levels of management within organizations to facilitate inter-organizational cooperation.
- ◇ Ability to manage time and prioritize resources to meet objectives.
- ◇ Ability to quickly learn college organization and applicable policy and procedures.
- ◇ Strong interpersonal and presentation skills.

### **MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.