



Work-based Learning Coordinator Description (Sample)

Work-based Learning Coordinators will provide a long-term benefit to North Dakota by ensuring that WBL is a high quality, productive program providing struggling industries with a trained workforce, assisting schools across the state, and empowering student-learners.

Role and Function of a Work-based Learning Coordinator

A Work-based Learning Coordinator combines and coordinates efforts of many individuals, assuring that work-based learning experiences effectively and efficiently help students develop knowledge, skills, attitudes, and work habits to move successfully into the world of work. WBL Coordinators collaborate with Industry Partners, Career Development, Career Advisors, CTE Instructors, core content instructors, post-secondary institutions, students, and administrators to facilitate internships, apprenticeships, job shadows, paid-work, volunteer service and business tours. They deliver instructional and leadership services to empower students with related academic critical thinking, workplace readiness, Career Ready Practices, and technical skills essential to pursuing career pathways.

Essential Duties and Responsibilities

Program Planning, Development, and Evaluation

- Complete ND Career and Technical Education WBL Coordinator Training.
- Review the components and requirements of a work-based learning program.
- Develop objectives and responsibilities for the program.
- Develop a system of training, evaluation, and record maintenance.
- Include student self-knowledge exploration and planning.
- Design the program to include continued improvement and re-evaluation.
- Work closely with CTE Directors, counselor(s), CTE program instructors, other CTE related specialty teachers, and staff in the planning, development, and evaluation of the program to ensure that decisions are made with equity and inclusion in mind.
- Effectively use community resources. Establish and maintain a presence among area employers to promote the value in providing work-based learning experiences for all students.
- Communicate with the media to promote and sustain the WBL program.

Examples of Work-based Learning Coordinators duties:

- Implement a Work-based Learning program providing instruction and course/program management ensuring students will be Choice Ready at the high school level in areas of career awareness and exploration; career preparation; and career training.
- Work with agencies to continue to develop and update the list of business partners and volunteers willing to host students for work-based experiences for all career-clusters.
- Collaborate with each business to create a focused training agreement for students including skills students will learn and daily job duties.
- Work with employers to assist in creating business profiles on RUReady.nd.gov WBL Module.

- Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, registered apprenticeships, industry certifications, and dual credit support. Support experiences to help students meet graduation guidelines.
- Connect students to career opportunities and coordinate educational experiences for students on-and-off campus.
- When necessary, support students in creating and implementing Capstone Projects including career research, exploration, and education options.
- Facilitate student preparation for work experiences. Teach a Career Ready Practices Course or work with a teacher to provide employability skills as outlined in Career Ready Practices Course Guidance.
- Integrate the North Dakota Career Ready Practices in all WBL instruction, activities, and experiences.
- Collaborate with area businesses and professional organizations to identify annual events for student and teacher participation to increase career awareness and exploration.
- Develop an advisory committee to assist in meeting work-based learning program goals.
- Support and partner with school counselors, career advisors and career development as students complete the four-year rolling plan elements using the RUReady.nd.gov platform.
- Facilitate industry experience and training for teachers when necessary.
- Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace conditions.
- Monitor and assist in the maintenance of required documentation for registered apprenticeships and WBL experiences. Collect and submit participant data or reports on scheduled deadlines.
- Serve on local workforce development boards and sector partnerships.
- Engage with school districts to support WBL opportunities for middle school students.
- Attend conferences and workshops.
- Present WBL information to educational staff to keep them informed and promote participation.
- Coordinate recognition for employers and student learners who participate in WBL activities.
- Attend work and arrive in a timely manner.

Qualifications

To receive a **Provisional Work-based Learning Coordinator Endorsement**, a person must:

1. Hold a bachelor's degree from an accredited institution of higher education.
2. Have at least a five-year employment history.
3. Complete the application for a Regular Work-based Learning Coordinator Endorsement through the North Dakota Department of Career and Technical Education on the ESPB site.
4. Provide the Department of Career and Technical Education with a plan for completing requirement for a Regular Work-based Learning Coordinator Endorsement (*see below*).

**The Provisional North Dakota Work-based Learning Endorsement is a one-time, two-year endorsement.*

To receive a **Regular North Dakota Work-based Learning Coordinator Endorsement**, a person must meet all the following requirements:

1. Hold a bachelor's degree from an accredited institution of higher education;
2. Have at least a five-year employment history;
3. Fully complete the Work-based Learning Coordinator Training provided by the North Dakota Department of Career and Technical Education; and
4. Complete the application for a Regular Work-based Learning Coordinator endorsement through the North Dakota Department of Career and Technical Education.
5. Have successfully completed 2 years as a WBL Coordinator with North Dakota Career and Technical Education approval.

FIVE-YEAR RENEWAL

The succeeding renewal of the five-year endorsement requires verification of a minimum of six (6) semester hours of college or university credit earned within the dates of the endorsement. Those credits must be CTE Work-based Learning related such as the CTE Professional Development Conference or other approved workshops. To renew a Work-based Learning Coordinator endorsement, complete the [Renewal Application for Career and Technical Education Certification \(SFN 51688\)](#).

After the five-year renewal and approval by North Dakota CTE, the endorsement will become permanent and there will be no need for renewal.

Below are current options and opportunities (with MIS03 codes) focused on WBL, which the agency strongly encourages and supports:

- 01995 Supervised Agricultural Experience Program
- 01999 Agricultural Education Cooperative Work Experience
- 14999 Business Education Cooperative Work Experience
- 09299 Family and Consumer Sciences Education Cooperative Work Experience
- 07999 Health Education Supervised Occupational Experience
- 27999 Information Technology Cooperative Work Experience
- 04290 School Based Enterprise (Marketing)
- 04999 Marketing Education Cooperative Work Experience
- 10999 Technology & Engineering Education Cooperative Work Experience
- 17950 Trade & Industry Capstone
- 17999 Trade and Industrial Education Cooperative Work Experience

WBL Coordinator License Number: 47100

Recommended Grade Levels: 10-12 Available to those students that have completed CTE Program concentrator status (student that has earned 2 or more credits in a single CTE program area)

Maximum Credit Options: Maximum of 1 credit per semester, not to exceed 4 credits while in HS

License Endorsement: WBL Coordinator Endorsement

This course provides credit for the Work-based Learning Experience that may earn up to 2 credits per year.

WBL Coordinators who have completed CTE WBL Coordinator Training will be approved to be the teacher of record for the following courses:

- 01999 Agricultural Education Cooperative Work Experience
- 14999 Business Education Cooperative Work Experience
- 09299 Family and Consumer Sciences Education Cooperative Work Experience
- 07999 Health Education Supervised Occupational Experience
- 27999 Information Technology Cooperative Work Experience
- 04999 Marketing Education Cooperative Work Experience
- 10999 Technology & Engineering Education Cooperative Work Experience
- 17999 Trade and Industrial Education Cooperative Work Experience
- 20076 Career Seminar
- 20060 Career Management

What is Work-based Learning?

Work-based Learning (WBL) is an **educational experience that combines classroom instruction with practical work experience** that is directly related to a program of study. The mission is to enhance student knowledge by combining classroom learning with hands-on work experience.

Work-based Learning (WBL) is a term for activities which link employers and schools to provide special learning experiences for students. These experiences focus on developing broad skills that apply knowledge and skills learned in the classroom to the real world.

The term, “work-based learning” means (for the purposes of Perkins V funding):

- **Sustained interactions with industry** or community professionals in real workplace settings, to the extent practicable;
OR
- **Simulated environments at an educational institution** that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

Sustained Interactions Work-based Learning

Option 1: Sustained interaction should strive for a minimum of 40 hours of one supervised experience on the worksite. As the requirement for a cooperative work experience course, one example of a sustained interaction work-based learning experience, is 75 hours per semester credit. Students completing this course would meet this indicator.

Option 2: Simulated environments in an educational setting (which means any CTE-funded course) should strive for a minimum of 40 hours throughout a series of in-class projects/lab work, with each project/lab taking no less than 1 week or 5 successive hours of class time to complete. The entire series of projects/labs should have a goal of equaling 40 hours or more total during enrollment in the program.

For examples of the options please refer the [ND CTE Work-based Learning Guidance](#).