



# Southern Plains Education Cooperative

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## JOB DESCRIPTION

**Job Title:** Work-based Learning

**Revised:** 2/26/15

**POSITION SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

- Provides support to allow special education students opportunities to learn skills while working on the job.

**ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Work with member school district to complete work-based learning applications.
- Work with an advisory board per district to direct the work of the work-based learning programs.
- Ensure appropriate documentation regarding the work-based learning students is kept on file.
- Work with member districts to develop a curriculum to integrate classroom learning and cooperative education.
- Develop strategies to work toward adequate job opportunities for students.
- Serve as a liaison between students, faculty, and employers regarding administrative and operating requirements for the cooperative education program.
- Function as the primary contact for employers. Conduct regular site visits.
- Provide direction to job coaches as relevant.
- Maintain knowledge of related agencies and their services available to students in transition.
- Other duties as apparent or assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Considerable knowledge of state and federal child labor laws.
- Communication skills to communicate verbally and in writing with parents, school staff, employers, and outside agencies.
- Able to handle a variety of tasks at one time.
- Able to gather data, analyze the data, and share the results.
- Able to maintain confidentiality and adhere to regulations outlined by FERPA.

**EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Work-based Learning Licensure
- Special Education Licensure

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Driver's License

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under limited direction of the Director
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed during the traditional school year and may include some additional days during the summer.

- May require lifting up to 50 pounds occasionally. Walking, standing, and carrying of materials. Position requires exchanging of ideas. Hearing is required to perceive information. Visually acuity is required to obtain information, analyze information, and double check work.

**Reports To:** Director  
**Group:** Exempt

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between the Southern Plains Education Cooperative and employee and is subject to change by the Cooperative as the needs and requirements of the position change.*