

Position Announcement:

WORK-BASED LEARNING COORDINATOR

ACE Leadership High School

ACE Leadership High School is an Albuquerque public charter school that connects a renewed vision of learning with New Mexico industry. ACE Leadership High School is where education meets the real world. Our team approaches high school differently. We invest in every aspect of our students' lives to prepare them with the tools, support, and connections they need to thrive. We focus on practical projects instead of tests and partner with leaders in New Mexico's ACE industries to get everyone learning on their feet rather than cramped behind a desk. We all know the world of work is changing, and education should too. That's why we're building a better future together.

Position Description:

The Work-based Learning Coordinator is a new position designed to develop and implement new educational programming to meet our mission to invest in students to transition to meaningful careers and healthy lives. This position is a member of our Community Engagement Center (CEC) team. The CEC team supports the school mission by bringing community partners and resources into the school to help deepen the learning experience for the students and provide support to the teachers and curriculum, as well as expanding opportunities outside of the school for students to engage in relevant work that builds their experience and contributes to the community. We are looking for an authentic, dynamic and outgoing leader and learner who will demonstrate commitment to improving educational outcomes for students and families.

Primary responsibilities of the position include:

Work-based Learning

- Collaborate with the Executive Director and Director of Community Engagement to lead a process to develop a vision and plan for a comprehensive work-based learning program including transition curriculum, job shadows, work days, service learning, and internships.
- For SY 22-23, develop and pilot an unpaid internship program linked to ACE Industries and Industry Framework including policies, systems and structures.
 - Develop policies, systems and forms to run and manage an internship program.
 - Conduct community outreach to identify and create student placements.
 - Conduct meetings with potential sites to communicate school and program mission and expectations.
 - Communicate expectations to supervisors to ensure quality placements by disseminating program literature and implementing supervisor orientations.
 - Communicate expectations to students to ensure quality placements by facilitating student led orientations.
 - Assign students to appropriate placements according to interests, skills and personal needs.
 - Maintain formal and informal communication with students throughout the year regarding placement.

- Identify, facilitate learning, and assess learning outcomes for internship placements.
- Develop and maintain a system for tracking placements, supervisors and students and tracking weekly attendance including providing regular updates to students, advisors, parents, and site.
- Maintain ongoing communication with supervisors including daily and weekly calls, site visits, and scheduled meetings with the objective of ensuring that each placement provides a quality learning environment.
- Manage, address and intervene with any issues that arise at placement sites including responding to parent and student concerns as well as performing emergency site visits.
- Collaborate with special education teachers to ensure students receive accommodation as needed.
- Design and implement career exploration and workforce transition activities to be implemented in Advisory and/or Projects.

Community Engagement Center

- Collaborate with CEC staff to support student recruitment efforts.
- Support marketing efforts in relation to student recruitment, industry engagement and event planning.
- Develop relationships with employers that are actively recruiting and hiring and connect our students, capstone students, and graduates with those employers.
- Collaborate and support CEC staff in planning and ensuring the success of ACE Community Events.

School Operations

- Attend and actively participate in staff meetings and professional development.
- Attend IEP meetings as needed.
- Participate in the management of students during the time that they are out of class and on campus and complete other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in education, business, social work, or related field
 - **OR** additional years of work experience can be substituted for an educational degree.
- Five years experience working with opportunity youth and/or working in a school/nonprofit.
- Excellent organizational, communication and presentation skills
- Ability to pass a background check

Preferred Qualifications:

- Certified teacher or school social worker
- Experience working in a school
- Leadership and program development experience
- Experience with developing and coordinating community/work based learning
- Strong understanding and relationships with Albuquerque ACE Industries and nonprofits
- Bilingual Spanish and/or American Sign Language

Salary: \$55,000 + depending on experience **OR** salary schedule if certified staff

Term: Full Time

Start Date: July 18, 2022

How to Apply:

For consideration, applicants must submit the following materials directly to justin@aceleadership.org:

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current license(s) if applicable

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.