



# TALENT MANAGEMENT

## Job Description

### WORK BASED LEARNING SPECIALIST

**Reports To:** ~~Sam Houston 9<sup>th</sup> Grade Academy Principal~~  
**Wage/Hour Status:** Exempt  
**Dept. /School:** ~~Cyber PTECH USA at Sam Houston HS~~  
**Pay Grade:** Admin Program JG-4

**Fox Tech High School Principal**

**H-TECH at Fox Tech High School**

#### Terms of Employment:

11 months/ 210 days per year. Salary is at Administrative Program Job Group 4 on the SAISD Compensation Plan on a term or probationary contract, as applicable. The entry level annual salary is \$56,305.20 with additional consideration for directly related experience. **This position is grant funded; therefore, annual employment is contingent upon the availability of funds.**

#### Primary Purpose:

**H-TECH at Fox Tech High School**

Assist in the planning, development, and coordination of the career-industry, technology, science and other curriculum at ~~Cyber PTECH USA~~. The Specialist will oversee a menu of industry and work-force engagement opportunities. These opportunities stem from school-based activities to include mentoring, internships, career talks, as well as work-based opportunities, to include job shadowing, at an innovative school specializing in cybersecurity, and information technology. The Specialist will facilitate student learning through recruiting prospective business mentors, working with SAISD to vet all volunteers, provide mentor training to faculty, students and volunteers while working in conjunction with school faculty to develop mentorship curriculum, arrange for guest speakers, and coordinator job shadowing events. The Specialist will also work with the industry advisory committee to ensure that curriculum and student activities align with industry needs, while assisting with the design of the project based learned units.

#### Minimum Requirements:

**(Preferred but not required)**

- ~~Valid Texas Teacher Certification~~
- Bachelor's Degree from an accredited four-year college or university
- Three (3) years of ~~successful teaching~~
- Experience in developing/implementing curriculum
- Experience in developing/implementing staff development
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable Fee (approximately \$50.00) paid by the applicant

**experience with industry and/or post-secondary instruction**

#### Special Knowledge/Skills:

- Ability to use computer technology in administrative and educational settings
- Excellent organizational ability
- Demonstrated oral and written communication skills, problem-solving and consensus-building expertise, and excellent human relations skills
- Methods, materials, and techniques employed in the administration of staff development
- Knowledge of research methods and sources of information related to education
- Knowledge of the latest research, trends, and developments in all areas of education, specifically programs related to curriculum, instruction, assessment, and professional development
- Knowledge of High School Career & Technical and/or Technology TEKS as well as associated shifts in pedagogical practice, next generation assessment instruments, project-based learning, 21st century learning skills and strategies, technology integration, assessment literacy, and student engagement strategies
- Knowledge and experience in Project Based Learning Programs



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### Major Responsibilities and Duties:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

1. Coordinates campus level programs that provide students with employability skills and a strong understanding of all aspects of industry needs.
2. Coordinates partnerships with related business/ industry entities that will help students obtain work base learning opportunities on and off campus, industry certifications, field experiences, and internships.
3. Coordinates, trains, and monitors the administration of career assessment instruments to help students identify individual interests, abilities, aptitudes, values, and skills.
4. Assists in the integration of core academics into the Career and Technical Education courses
5. Coordinates and leads professional learning for campus staff around Work Force Based Learning strategies.
6. Participates in all campus based professional learning.
7. Assists with the coordination and planning of summer bridge programs.
8. Assist and monitor student recruitment.
9. Assists with the coordination and planning of Work Based Learning (WBL) resources in ARDS to help support special education students participate in CTE programs.
10. Assists with the coordination and planning of WBL resources as needed to help CTE programs serve LEP students.
11. Participates in professional organizations, meetings, and conferences at local, state, and national levels as appropriate and feasible for professional growth and development.
12. Meets regularly with CTE Departments to obtain feedback and enhance instruction.
13. Meets regularly with the campus leadership team.
14. Coordinates partnerships with post- secondary educational institutions that will help students obtain certifications, dual credit, Industry Based Certifications and CTE articulated credit.
15. Evaluates, implements improvement plans, and assists and supports teachers as directed.
16. Completes all local, state and federal reports as needed.
17. Maintains confidentiality of information.
18. Reports to work every day.
19. Performs additional duties and accepts other responsibilities as may be assigned

### Equipment:

Computer, software programs and peripherals, resource materials and equipment, copier, and other equipment applicable to position.

### Working Conditions:

#### Mental and Physical Demands:

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; frequent walking, standing, stooping, bending, pulling and pushing; occasional: lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; pushing/pulling 10-35 pounds sporadically; frequent local travel and occasional statewide travel.



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### Environmental Factors:

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise; Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

Employee Acknowledgement of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_