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## BOARD AGENDA ITEM

Information/Discussion ☐  
Future Action ☐  
Action ☒

Item: Personnel Addition  
Work Based Learning / Workforce Development Consultant  
Focused on Site Check and LEA Support of WBL

Date: 2/2/2024

Submitted by: Ryan Graham: Director of Workforce Development

Board Meeting Date: 2/12/2024

Recommended by: Dave Rodgers

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### **RECOMMENDATION:**

: It is recommended that the board approve the addition of a Work Based Learning / Workforce Development Consultant to support LEA Work Based Learning.

### **BACKGROUND:**

Career Prep 2030 and growth of LEA Work Based Learning has created the demand for ISD support of our locals and their WBL efforts. Through consultation with LEA's and leadership at the ISD it has been determined the first step in support would be a consultant that is able to support the task of documentation and compliance such as site checks and training agreement coordination that is critical to safety and pupil accounting best practices. Attached you will find job description and budget considerations.



KENT INTERMEDIATE SCHOOL DISTRICT | 2930 Knapp, NE - Grand Rapids, MI 49525

## **VACANCY NOTICE**

**Job Title: Workforce Development & Work Based Learning Consultant (Regional Site Check Coordinator)**

Department: Career and Talent Development

Coordinates Work Based Learning (WBL) site check procedures through collaboration with CTE programs, Non CTE programs, Local Education Agency (LEA) and Business and Industry partners. This may include facilitation of: site checks per compliance, business and industry site tours, business and industry tours of KCTC, scheduling career speakers, job shadows, and internship/apprenticeship awareness activities.

Reports to the Director of Workforce Development.

### **Essential Job Qualifications Required:**

- Bachelor's degree and Interim Occupational Certificate or Occupational Education Certificate.
- Or, if no Occupational Certificate (IOC) 4,000 hours of paid recent (last 6 years) and relevant work experience in a CTE field with current appropriate licensure updated and on file
- Valid Michigan Professional/Provisional Teacher Certification in a related CTE field (*preferred but not required*)
- Must possess excellent organizational skills, technology skills, detail and team oriented, and have excellent communication skills.
- Valid Michigan Driver's License with good driving record (position requires extensive travel with personal vehicle and/or Kent ISD vehicle)
- Experience working with high school age students and diverse student population, preferred
- Strong communication (verbal and written), organizational, and interpersonal skills
- At least 3 years' experience in business development strongly preferred
- Proven experience in developing partnerships with employers and unions resulting in work-based learning/career exploration opportunities for students
- Knowledge of effective employer engagement practices to build and sustain employer partnerships
- Knowledgeable of Federal youth labor laws and Michigan Work Based Learning requirements
- Ability to work independently

### **Key Duties and Responsibilities:**

- Solicit and secure employers as partners for career readiness activities of local districts and Kent ISD programs
- Act as business development liaison between local districts, ISD programs, and local employers
- Sustain employer partnerships through ongoing communication and engagement opportunities
- Attend local industry-specific events, Chamber events and networking functions to identify potential business partners
- Consult with local employers to identify their needs and determine best level of involvement
- Create targeted outreach materials to engage potential employer partners in a variety of career pathways

- Provide meaningful professional development trainings on Employer Engagement Best Practices for LEA stakeholders to build capacity and ensure scalability of career exploration activities
- Develop materials and trainings addressing Student Engagement Best Practices for employers to ensure relevance, effectiveness, and engagement with the student population
- Promote benefits of work-based learning/career exploration activities to local districts and employers
- Utilize data management tools to accurately and efficiently manage and share employer information with LEA and Kent ISD stakeholders
- Provide excellent customer service to all stakeholders

**General Duties and Responsibilities:**

- Appropriately represents Kent ISD in meetings, presentations, and media engagements as assigned.
- Maintains adequate and careful records as required by position
- Makes presentations to various educational and professional groups, district committees, other school districts, and community organizations on the business development needs for career exploration initiatives
- Communicates regularly with the public, colleagues, and district staff in a positive and constructive manner
- Manages special projects or assists other departments with project management as assigned
- Complies with all policies, regulations and laws, as applicable
- Maintains regular and consistent employee attendance
- Performs all other duties as assigned.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education. The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is: Danielle Hendry, Director of Human Resources and Legal Services.