

SCHOOL DISTRICT 205
POSITION DESCRIPTION
Navistar Work-Based Learning Coordinator

Reports to: District Curriculum Coordinator/Director College & Careers.

DEFINITION: Coordinate High School District 205 Navistar Program support for work based learning initiatives for all students enrolled in advanced Navistar Classes with businesses and entities that utilize diesel engines as part of their daily functions.

POLICY RESPONSIBILITY: Provides the coordination and leadership for internships and other out-of-classroom experiences for the Navistar Program.

QUALIFICATIONS: Current teacher in District 205
Effective communication skills; written and oral; strong advocate and committed to the philosophy of the Navistar Diesel Engine Program
Work experience with Diesel Engines
Experience in establishing internships for students preferred
Working knowledge of relationships with local businesses, past and present
Be a member of the Navistar Advisory Board

KEY FUNCTIONS: Provide work-based learning initiatives and opportunities for their respective students enrolled in advanced classes of the district Navistar Program.
Serve as liaison between local businesses and District 205 Administration
Responsible for the collection and maintenance of all data and records pertaining to student internship experiences and certifications.

REPRESENTATIVE ACTIVITIES:

Internships – Begin the development of an internship program for students based on the following criteria:

1. Develop business partnerships with local area businesses that are willing to provide internships, using existing models.
2. Develop criteria and an application procedure for internships.
3. Students wishing to apply for an internship must meet the district standards for academic, attendance, and discipline expectations.
4. A formal training agreement including duties/tasks agreed upon by the coordinator, employer and student are agreed to in writing.
5. Conduct site visits to businesses where students are performing internships and

- work with their supervisors to ensure optimal learning experiences.
6. Check points for student progress are established before the internship begins.
 7. The business should be considered a “training station” and agree to train additional students on a rotating basis, when required.

Corporate Visits/Observational Internships – Arrange visits to business and industry by classroom teacher requests for classes of students. Visits would be to businesses in areas related to the Navistar Diesel Engine Program.

Career Fairs – Work with Career Counselors to organize a Career Fair for students enrolled in advanced classes of the Navistar Program.

Terms of Employment: Two (2) Release Periods