



POSITION TITLE: P-Tech Coordinator
POSITION STATUS: Full Time, Exempt
PROGRAM: Agency-Wide

POSITION OVERVIEW/SUMMARY

WorkTexas' mission is to help people get jobs, keep jobs, and advance in their careers. In partnership with Responsive Ed, WorkTexas is seeking to hire a P-Tech Coordinator responsible for the overall coordination and execution of Employer- specific projects at the school to ensure long-term commitments and goals from partners, students, and faculty.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Provide project management for Employer-specific projects at Premier High School, including workplace learning, mentoring, externships, and internships.
- Provide support to the Industry Liaison with Employer-specific projects at the school, including workplace learning, mentoring, externships, and internships for in-school youth.
- In conjunction with the school, convene a P-TECH 9-14 school Advisory Board and oversee school-based initiatives.
- Research and develop best practices in workplace learning curricular models & mentoring program models.
- Continually develop industry-vetted skills map and workplace competencies
- Develop work practices and systems that enable sustainable engagement between the school, the Employer and the industry coalition.
- Engage in professional growth and development opportunities to keep abreast of current and emerging careers in a rapidly changing workplace
- Act as point-of-contact and initiator for collaborative efforts involving the Advisory Board, District Partner, and the P-TECH 9-14 School staff, students and parents, and other interested parties around employer commitments.

PRIMARY ROLES AND RESPONSIBILITIES

- Identify/ Develop Innovative Work Place Learning Curriculum
- Collaborate with the a P-TECH 9-14 school's Workplace Learning strand to create project-based learning opportunities and workplace experiences that address workplace competencies and technical skills
- Coordinate speakers for classroom projects and school-wide events as needed
- Manage Mentoring Program
- Recruit and train professional mentors from the Employer Partner
- Develop curriculum with the Workplace Learning Coordinator to facilitate meaningful conversations between students and mentors that support workplace learning goals
- Plan at least two in-person events for students and Employer Partner mentors with Workplace Learning
- Manage data to ensure 100% participation
- Coordinate on-site workplace learning experiences at employer partner facilities

- Plan pre-work and engaging on-site visits for students that provide insight into the workplace and jobs that students are working toward and align with what students are learning in school
- Recruit employer partner volunteers as needed
- Pair students/teachers with employer partner professionals (in appropriate specialty/content area) for job shadowing
- Attend meetings, conferences, and presentations on industry-specific skills
- Manage Internship Program
- Coordinate schedules and work spaces (i.e. which days students will work, where they will sit, which meetings they can attend)
- Identify an on-site employer partner mentor as a resource for students
- Develop a formal evaluation with managers, mentors, and teachers (i.e. presentation, written reflection, etc.) to culminate each student's internship experience
- Collaborate with industry partners to provide internships, mentors, and workplace learning experiences
- Convene a coalition of partners that will provide support for the school

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent and effective written and verbal communication.
- Able to conduct needs assessments.
- Strong leadership, organizational, and communication skills with ability to multitask.
- Proficient computer skills (Microsoft Office Suite)
- Willingness to engage in continuous learning and training
- Ability to pass a background check and drug test.
- Must possess reliable transportation, a valid Texas Driver's License and Automobile Liability Insurance.

REQUIRED EDUCATION and WORK EXPERIENCE:

- Bachelor's degree required
- 2 years of relevant workforce development experience
- Experience working with higher education preferred-not required