

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**



PCSB: 8015  
Pay Grade: E07

FLSA: Exempt  
PTS

**APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST**

**REPORTS TO:**

Director, Career, Technical, and Adult Education – Secondary

**SUPERVISES:**

Instructional Staff  
Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with certification as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching and/or administrative experience in a related vocational program. Demonstrated organizational and communication skills.

**PREFERRED:**

Certification in Vocational Education Director, Administration/Supervision, Educational Leadership, or School Principal.

**MAJOR FUNCTION**

Oversees apprentice and pre-apprentice programs both secondary and postsecondary districtwide. Responsible for the development and implementation of pre-apprenticeship and apprenticeship programs and opportunities with new and existing employers. Oversees summer pre-apprenticeship programs, teachers and students. Coordinates with other specialists' work-based learning programs.

**ESSENTIAL RESPONSIBILITIES**

- Coordinates the Apprentice and Work-Based Learning Programs.
- Responsible for development and ongoing operation of new apprenticeship and work-based learning programs.
- Monitors and coordinates current apprenticeship programs with the Florida Department of Labor and local industry.
- Meets frequently in the evenings with the apprenticeship committees.
- Supervises summer youth apprentice programs.
- Recruits businesses, corporate entities and agencies for pre-apprentice and apprentice opportunities.
- Establishes and maintains an ongoing survey of business and industry training needs.
- Maintains coordination between Pinellas Council on Economic Development and CTAE.
- Coordinates research and development of programs for new and emerging companies.
- Assists all CTAE programs in the development and operation of program advisory committees.
- Maintains yearly schedules and minutes of all advisory committee meetings.
- Attends program advisory committee meetings as necessary.
- Serves as liaison between appropriate school personnel, industry personnel and other agencies.
- Facilitates writing and editing of curriculum guides for specific industries.
- Maintains ongoing study of community labor needs, coordinating with local industry.
- Advises new instructors with their procedures and responsibilities.
- Performs follow up studies on completed classes.

## APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST

### ESSENTIAL RESPONSIBILITIES (Continued)

- Markets programs to business and industry, Chamber of Commerce, civic organizations and advisory committees.
- Keeps abreast of educational training trends and implements new programs based on demand.
- Serves as a public relations link between local companies and CTAE.
- Observes training programs, both on and off site.
- Develops public relations materials such as audio-visual presentations, folders, brochures, newsletters and annual reports.
- Works to secure grant funds to support current and new programs.
- Recruits and recommends part-time instructors for various industry classes.
- Performs other related duties as assigned.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/13 LM; BOARD APPROVED: 10/22/13; REVISED SUPERVISES, MQs, PREFERRED  
04/09/21, LM; BOARD APPROVED: 04/27/21

**APPRENTICESHIPS AND WORK-BASED LEARNING SPECIALIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				