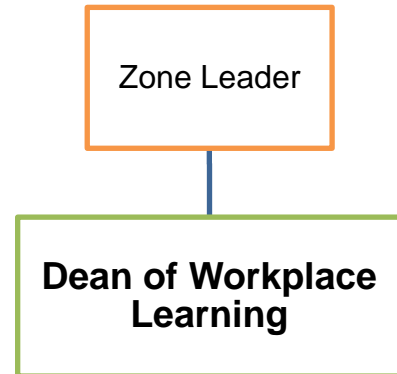


## DEAN OF WORKPLACE LEARNING

<b>Job Title:</b>	Dean of Workplace Learning
<b>Initial:</b>	June 8, 2017
<b>Revised:</b>	
<b>Work Year:</b>	225
<b>Office:</b>	Education
<b>Department:</b>	Sand Creek Zone
<b>Reports To:</b>	Zone Leader
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Licensed salary schedule + 15%

### Related Organization Chart



**SUMMARY:** The Dean of Workplace Learning develops and manages programs that enable students to become successful members in professional, technical and industrial occupations. The Dean of Workplace Learning serves as a liaison between the Zone and area businesses or organizations that host our workplace learning programs. In addition, the Workplace Learning Manager develops and maintains effective business relationships with external work sites while demonstrating professionalism, respect, integrity, and compassion in all that they do.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on zone assignment and other factors.

- Evaluate and approve host sites and potential host sites for workplace learning experiences.
- Inspect potential host sites for safe working conditions and accessibility for students to demonstrate competencies and prescribed tasks.
- Review requirements of the Zone Workplace Learning Program with the owner/supervisor of the host site. Ensure host site will provide appropriate training and oversight of the student.
- Coordinate placement of students at facilities to complete extended training through hands-on learning. Manage monthly visits with students at their designated site.
- Establish and maintain systems to ensure all workplace learning agreements are completed accurately and kept securely.
- Design and maintain employer hosting materials.
- Orient students to the workplace learning experience and ensure that the student understands his/her responsibilities and what to expect during the workplace learning.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Utilize student software to document all issues pertaining to the student(s). This may include but is not limited to behavior issues, absenteeism, tardiness, inability to perform tasks/skills, lack of participation, or inability or unwillingness to work with others.
  - Ensure that all updated/approved documents are signed by the appropriate parties.
  - Ensure that the appropriate Release of Insurance and agreements are provided to participants (employers), providing employers and students with the most current, up-to-date workplace learning documents.
  - Maintain the records of all students who participate in workplace learning experiences including attendance.
  - Ensure all workplace learning agreements are renewed on an annual basis (fiscal year).
  - Foster collaborative relationships with schools, industry, community, the Colorado Department of Education, higher education (UCCS & PPCC), and major stakeholders.
  - Actively seek training and information to enhance skills and knowledge, related to responsibilities.
  - Perform other work related duties as assigned.

**Supervision & Technical Responsibilities:**

- This position will supervise the blended learning teachers at Sand Creek High School

**Budget Responsibility:**

- This position will have no direct budget responsibilities.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Experience:**

- Three to five years working as a teacher, administrator, or general K-12 administrator

**Knowledge Skills & Abilities:**

- Ability to assess workplace safety, efficiency, and desirability as a workplace learning host.
- Excellent verbal and written communications skills
- Must be able to build relationships within the business, technical, and industrial communities
- Ability to meet deadlines
- Proficient with Microsoft Office, email, web-based systems
- Ability to communicate effectively and resolve conflict with students, parents, and community groups

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, drive, and walk. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Work Environment:** The noise level in the work environments will vary from office environments to outdoor and indoor industrial settings.

**Mental Functions:** While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills and compile. Occasionally required to dialogue and negotiate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*