**JOB DESCRIPTION**

**TITLE: Structured Learning Experience Coordinator**

**QUALIFICATIONS:**

1. Holds a standard instructional certificate with TOH or TOSWD endorsement preferred.
2. Five years of full-time classroom teaching experience.
3. Three years as a SLE Coordinator, or equivalent
4. Completes training in child-labor, wage-and-hour, and wage-payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accordance with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11 and 56, N.J.A.C.12:56 and 12:58, and 29 CFR 570 and 1900. Courses that fulfill these training requirements are identified in the New Jersey Structured Learning Experience Manual; and
5. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health, and training on the required Department procedures and planning for SLEs. Courses that fulfill these training requirements are identified in the New Jersey Structured Learning Experience Manual.
6. Strong verbal, written communication and interpersonal skills.
7. Strong organizational and analytical skills.
8. Demonstrated office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, Power Point, and other cloud-based software.
9. Pass a Criminal History Review under the provision of P.L. 1986, C116, and P.L. 2018 Chapter 5.
10. Pass a physical examination in accordance with statute and board policy, NJSA 18A:16-2.
11. Proof of U. S. citizenship or resident alien status.
12. New Jersey Resident per Jersey First Act, [N.J.S.A. 52:14-7 (L. 2011, Chapter 70)](http://www.state.nj.us/csc/about/about/regulations/pdf/P_L_%202011,%20c_70%20(S1730%20SCS%202R).pdf).
13. Such additions and alternative experiences to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor, director, or designee

**TENURE TRACK:** YES

**POSITION**: Teacher/Coordinator

**CONFIDENTIAL**

**EMPLOYEE:** NO

**JOB GOAL:** To perform job duties and responsibilities consistent with federal, state, and local authority mandates; NJ DOE mandates; CCESC policies; district goals, core values, and departmental requirements.

**PERFORMANCE DUTIES AND RESPONSIBILITIES:**

1. Reports to work on time, consistent with work schedule and departmental requirements, and follows all daily reporting procedures.
2. Remains on duty until all open, critical, time sensitive issues are resolved, or communicates those open issues consistently and regularly throughout the day with department staff or supervisor.
3. Attends all departmental and ad-hoc meetings, professional development, etc.
4. Completes all mandatory trainings.
5. Assists and collaborates with staff and administration in planning and problem solving for all aspects of operations.
6. Provides excellent customer service and collaborates in problem solving stakeholder inquiries.
7. Performs any duties associated with a designation of Essential Employee, including during public health emergencies or other unanticipated events where outside agencies and entities such as federal, state, or local governments, departments of health, etc., mandate operational changes that impact CCESC operations.
8. The assigned staff member shall have full responsibility for the student’s structured learning experience to ensure that the placement is appropriate to the student’s skills, abilities, and career goals pursuant to N.J.A.C.6A:8-5.1(a)2. The site assignment shall constitute a training and learning situation, be free of student exploitation, and shall comply with applicable safety and health standards and Federal and State child-labor laws, regulations, and hazardous orders.
9. Identify, establish, and maintain relationships with business and community agencies.
10. Attend interagency transition meetings.
11. Develops viable employment and/or volunteer opportunities for district students.
12. Disseminates transition information to teachers, administrators, and CST.
13. Assists families, parents, and students with information on school resources and programs, as well as access to transition services.
14. Develops and maintains Transition Services website.
15. Train, manage, and coordinate district job coaches.
16. Provides scheduling support and technical assistance to job coaches and employers.
17. Resolves staff, students, and work site difficulties.
18. Collaborates with transportation department for effective and efficient scheduling of work site transportation.
19. Performs other duties as assigned by direct Supervisor or designee.
20. Notify appropriate personnel immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
21. Performs all other duties as assigned by the department leader, supervisor, business administrator, superintendent or designee.

**TERMS OF**

**EMPLOYMENT:** Ten-month work year as determined by the Board of Directors.  Work schedule, assignment, and compensation to be established by the Board of Directors where applicable. For certificated professionals included in the Article of Recognition in the agreement between the CCESC and CCESEA, terms will be in accordance with the current negotiated agreement.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and Board policy, and where applicable, with the current negotiated agreement between the CCESC and the CCESEA.

**Board Approved: June 7, 2023**

**Notes:**

NJSA 18A Tenure Statutes:

Business Administrator         NJSA 18A:17-2a

Directors/Supervisors           NJSA 18A:28-5

Secretarial/Clerical             NJSA 18A:17-2b

Teachers                               NJSA 18A:28-5 & 18A:28-3