

MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

VACANCY

Posted 6.13.24

Work Based Learning Coach

Responsibilities:

- Student Support:
 - Assist students in identifying career interests and setting career goals.
 - Provide individualized coaching to help students secure work-based learning opportunities.
 - Guide students through the application, interview, and placement process for internships, apprenticeships, and other work experiences.
 - Monitor student progress and provide ongoing support and feedback.
- Program Development and Management:
 - Develop and maintain a comprehensive work-based learning program in collaboration with school administrators and educators.
 - Create and deliver workshops on resume writing, interview skills, and workplace etiquette.
- Employer Engagement:
 - Establish and maintain partnerships with local businesses, industries, and community organizations to secure work-based learning opportunities for students.
 - Communicate regularly with employers to ensure positive experiences for both students and employers.
 - Organize events such as career fairs, employer panels, and workplace tours.
- Data Collection and Reporting:
 - Track and report student participation, progress, and outcomes in work-based learning activities.
 - Analyze data to assess the effectiveness of the work-based learning program and identify areas for improvement.
- Performs other duties as may be assigned by supervisor.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances.
- Keeps current with technical advances at MAS.

Key Relationships:

- Position reports to the Special Education Coordinator.
- Interacts daily with the students, educator, and employers.
- Interacts with parent groups, community groups and other committees that have some relationship or connection with the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is preferred.
- Experience working with high school students, preferably in a coaching or mentoring capacity.
- Experience in career services, workforce development, or a related field is a plus.
- Strong interpersonal and communication skills
- Ability to build and maintain positive relationships with students, educators, and employers.
- Knowledge of career development principles and practices.
- Organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.
- Must have own transportation.
- Must be punctual.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.

- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Twelve month contract.
- Subject to a 90 day probationary period upon hire.
- Work will be Monday through Friday.

Working Conditions:

- Work is accomplished within a school environment.
- Work could be stressful at times depending on the behavior of students or the type of work expected.
- There may be occasional after-school work requiring extra hours beyond the regular school day.
- There is at times, a lot of standing and walking required.
- There is an expectation of lifting of objects that may be over 50 pounds.

Applications will be accepted until 3:30 p.m. on Thursday June 27, 2024.

- *ALL positions require background checks and clearance from any criminal charges **prior** to employment.*
- ***Note:** any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website:
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or placed in the
drop box outside the MAS Administration building or email:
HR@mescalero.org**