

Sequoia Union High School District

Job Description

<u>JOB TITLE:</u>	Work Based Learning (WBL) Specialist
<u>CLASSIFICATION:</u>	Classified - Unrepresented
<u>SALARY SCHEDULE:</u>	Classified Management/Unrepresented Group
<u>LEVEL:</u>	IX
<u>LOCATION:</u>	District Office
<u>BOARD APPROVAL:</u>	August 5, 2020

DEFINITION

Under the supervision of the Career Technical Education (CTE) Coordinator, the Work-Based Learning Specialist works closely with business and industry to initiate, plan, coordinate, and evaluate career exploration and work-based learning (WBL) activities for students and teachers in targeted schools. The WBL Specialist also recruits, trains, and nurtures partnerships with local businesses and community organizations.

ESSENTIAL DUTIES

- Provide support and resources to teacher/teacher teams, including career academies, pathways, and special projects relating to career education and work-based learning.
- Assist teachers with integrating work-based learning opportunities into career technical education courses.
- Collaborate with CTE team and teachers to develop targeted approaches to partner engagement.
- Develop specific career exploration and work-based learning activities such as career speakers, workplace tours, job shadows, field studies, and internships.
- Prepare and deliver informational presentations in classrooms as requested; orient teachers and students to College and Career Readiness resources.
- Work in collaboration with the Pathway Leads and teacher teams on 21st Century skills.
- Work in collaboration with teachers to create industry-specific, standards-aligned, project-based learning experiences.
- Support Academy Mentor Coordinators, as needed, including recruiting mentors and planning/hosting events.
- Coordinate annual CTE Career Fair.
- Recruit members & facilitate SUHSD Industry Advisory Board.
- Participate in pathway-specific industry advisory boards and assist in recruitment of board members as needed.
- Use feedback and input from industry sector intermediaries to ensure pathways are well informed of industry expectations to maximize students' WBL experience.
- Collaborate with post-secondary institutions in order to align work-based learning efforts within the Bay region.

- Develop and secure work-based learning opportunities for teachers, including summer teacher externships.
- Facilitate in-classroom involvement of business and industry partners.
- Identify industry specific skills students need to successfully complete a work-based learning experience and ultimately improve student work-readiness skills.
- Identify specific learning outcomes based upon work-based learning experiences.
- Manage WBL processes, including the following: dissemination of WBL opportunities; identification and matching of eligible students to opportunities; coordinating provision of supplemental training for WBL as needed; monitoring progress of WBL opportunities; and evaluation of WBL outcomes.
- Design and implement student recruitment activities in collaboration with the pathway teacher teams and Academy Coordinators.
- Provide necessary support for student participation in WBL activities, including required school district documentation, transportation, workplace visits, and communication between employer and students.
- Develop work-based learning opportunities for students by identifying and cultivating employer interest and participation in WBL activities through ongoing communication with employers, and business and industry partners.
- Selects, places, and evaluates students at internship site for WBL. Collaborates with the employer's to address any on-site questions or issues related to individual WBL placements.
- Provide problem-solving and follow-up activities to facilitate ongoing business and industry participation.
- Represent SUHSD in a variety of school or community based activities; i.e. Back-to-School Night, Open House, PTSA, etc.
- Maintains necessary records of student participation; compiles, reports, and analyzes data, documenting program and activities for SUHSD evaluation and CDE reports.
- Provide coordination between sector specialists and interface with different consortium committees to promote grant priorities, market to businesses, and provide progress updates.
- Assist CTE Coordinator with developing a sequenced and structured work-based learning plan.
- Perform such other tasks and assume such other responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience

B.A. or B.S. is required.

Master's degree is preferred.

A minimum of three (3) years of work experience in business or industry.

Valid California Driver's License.

Knowledge, Skills, and Experience

Knowledge of:

- The rules and regulations governing student employment.
- Record keeping and filing methods for required documentation.

- Current information on careers and career clusters, employment prospects and trends, employment requirements and opportunities, including local labor market reports.
- Statewide initiatives relating to career pathways, career-technical education, and other work-based learning features of current education and their impact on K-12 schools

Ability to:

- Effectively manage and prioritize multiple, concurrent program tasks
- Work independently as well as a member of a team
- Effectively interpret and apply appropriate laws, codes, rules and regulations
- Communicate effectively, both orally and in writing
- Perform or coordinate complex research, and report findings clearly and comprehensively
- Establish and maintain cooperative working relationships.
- Plan, organize, and prioritize work as well as events.
- Demonstrate leadership on start-up projects where creativity and resourcefulness is a key to success.
- Strong computer skills.
- Presentation skills for large and small group trainings and workshops.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation,

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

ENVIRONMENT

This position is assigned to an office environment.