



TITLE: COORDINATOR OF WORK-BASED LEARNING

Board Adopted 02/11/15

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Career Pathways and Community Partnerships, the Coordinator's primary function is to support and assist with the work-based learning and work experience activities of the District's students. The Coordinator will collaborate with the Director and the District's Business intermediary partner to facilitate the expansion and management of academy business advisory boards, assist and oversee the career guidance technicians and ensure the full implementation of the various career readiness tools such as Naviance and LaunchPath for all students.

MAJOR DUTIES AND RESPONSIBILITIES

Essential Functions:

- Supervise and coordinate the tasks of the Career Guidance Technicians
- Coordinate and assist with the recruitment duties of the Work Experience Teachers
- Coordinate the formulation and organize meetings of Academy Advisory boards
- Assist the Business Intermediary with the recruitment of Advisory board members
- Oversee the implementation of the Naviance College & Career Planner by assisting the Career Guidance Technicians and counselors
- Supervise, coordinate and train staff in the use of the LaunchPath work experience and internship student placement tool, including student selection and profile entry
- Coordinate and organize Career Day and College Day
- Oversee and assist with the Career After-School programs
- Support the maintenance of the Customer Relations Management database of business partners
- Assist in the development of agendas and advisory board meetings during the development process of new/restructuring advisory boards
- Serve as a resource for district-wide Advisory Boards
- Work with site leadership teams to plan, develop, and implement work-based outreach activities with employers and district schools
- Assist school administrators and staffs to prepare students for work-based learning activities
- Support the development of apprenticeship/internship opportunities in targeted career themed industries
- Inform student interns of details such as duties and responsibilities, compensation, benefits, schedules, and working conditions
- Coordinate with student liaisons to promote work-based learning opportunities
- Coordinate and assist in the facilitation of employment skills workshops such as job interviewing, job application, and resume writing
- Promote pathway programs to community, non-profit and private sectors

Other Duties:

- Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available
- Assist in the application for appropriate grant opportunities for future funding of site-based school to career programs to support work-based learning activities
- Identify new sources of career/work related opportunities for program participants
- Maintain an employer/labor database to provide reports on program participants
- Maintain track of student internship opportunities to report to funding sources
- Assist and develop guides, brochures, and promoting materials to market school to career/vocational education

KNOWLEDGE AND ABILITIES

Knowledge of:

- Functions and services of a High School College and Career center.
- Audio Visual equipment.

- Career and occupational resources.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current office practices, procedures and equipment.
- Record keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic research methods.

Ability to:

- Plan, organize and operate a College and Career Center.
- Evaluate and process occupational literature.
- Operate modern office equipment including a computer and applicable software.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Perform clerical duties such as filing, duplicating, word processing, data entry and maintaining records.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in career guidance or related field and two years of increasingly responsible clerical experience.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

OFFICE/HIGH SCHOOL SETTING

COMMUNITY PARTNERSHIP/BUSINESS SETTING

PHYSICAL DEMANDS

ABILITY TO TRAVEL

PHYSICAL DEMANDS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORK YEAR: 11 MONTHS

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in career guidance or related field and two years of increasingly responsible clerical experience.

OTHER:

LICENSE: Valid California driver's license.

SALARY:

Classified Management Salary
(Please note that since the programmatic budgets for the grant contain personnel costs necessary to implement, this position is being advertised as a temporary/restricted position funded by categorical/grant revenues.)

BENEFITS:

Medical (employee contribution), 100% dental, vision and life insurance