

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, Work Based Learning**

**Purpose Statement**

The Project Specialist, Work Based Learning (WBL) is responsible for collaborating with school districts, community colleges, local business and community organizations for plan, develop, and implement work-based partnerships and systems to provide WBL opportunities in both community and school site locations; providing an ongoing link between business, labor, industry, and K-14 education.

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**Essential Functions**

- Engages industry leaders, business consortia, companies, and other agencies to provide WBL opportunities for students enrolled in K-14 career pathways. These opportunities may include: guest speaking engagements, job shadows, company tours, career fairs, student mentoring, paid or unpaid internships, jobs, industry events, competitions, learning lab visits, or teacher support.
- Serves as the WBL Team’s primary point of contact for employers, ensuring responsiveness and quality customer service. Communicates industry interests in internal Team meetings.
- Provides orientations to industry partners about SDCOE’s WBL efforts to support college and career readiness in K-14 classrooms.
- Assists with planning events that expose students to a variety of careers and sectors.
- Promotes employer enrollment in the ePortal and makes recommendations to improve the ePortal and team processes.
- Monitors quantity, type, and target sector/career of work based learning requests by school district and works with the WBL Team to facilitate WBL connections within the ePortal.
- Develops and analyzes reports based on WBL activity data from the ePortal and other sources.
- Collaborates with school, district, and community college faculty and staff on program services to ensure the quality of WBL requests and student preparation.
- Writes and reviews communication to industry partners and employers to ensure consistent messaging and positive branding.
- Collaborates with post-secondary institutions to align work-based learning efforts within the San Diego region.
- Works closely with work-based learning managers, industry, and ePortal staff to ensure alignment between school district/student needs and industry needs.
- Visits employer sites to ensure that they are providing meaningful WBL experiences to students.
- Develops training curriculum in essential skills and job application skills for students and educators.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the success of the project.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and analyzing data.

**KNOWLEDGE** is required of statewide initiatives relating to career pathways and other work-based learning features of current education; career-technical education; San Diego's labor market; and principles of career and technical education.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; use basic, job-related equipment; work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; setting priorities; working with detailed information/data; and evaluating educational programs and making recommendations.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment. This position requires the ability to travel to school sites and work locations across San Diego County. This position may occasionally work nights and weekends, based on program needs.

### **Education and Experience:**

**Experience:** Two (2) years of work experience in related work, with prior experience or heavy exposure to business or economic development, human resource development, and/or connecting business to education.

**Education:** Associate's degree from a regionally accredited college.

**Equivalency** A combination of education and experience equivalent to an associate's degree from a regionally accredited college and two (2) years of work experience in related work, with prior experience or heavy exposure to business or economic development, human resource development, and/or connecting business to education.

**Required Testing**

N/A

**Continuing Educ./Training**

N/A

**FLSA State:** Exempt

**Salary Range:** Classified Management, Grade 35

**Personnel Commission Approved:** March 21, 2018

**Revised:** 09/19

**Certificates**

Valid CA Driver's License

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance

Tuberculosis Clearance