

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: K-16 KEY PERSONNEL

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties to assist in planning, organizing, and coordinating student enrollment in work-based learning activities based on K-16 Projects.

DISTINGUISHING CHARACTERISTICS:

The K-16 Key Personnel Work-based Learning Technician classification works in coordination with the District Career Technical Education (CTE) team, under the direction and guidance of a Site Administrator, District Administrator, or other assigned supervisor. Positions in this class perform a variety of support tasks including communicating with college and industry partners, contacting student internship sites, administering CTE-related assessments, updating CTE and K-16 data, assisting with career education planning and events, attending county OC Pathways meetings, and supporting CTE and K-16 projects. The K-16 Key Personnel Work-based Learning Technician classification must have sufficient knowledge to be a primary reference source to assist CTE work-based learning programs and conduct a function with a high degree of independent judgment.

REPRESENTATIVE DUTIES:

1. Identify and recruit employers and business and community partners willing to work with students in a variety of work-based learning experiences.
2. Establish relationships with businesses, local workforce agencies, and education partners for the purpose of providing work-based learning experiences, pre-apprenticeships, apprenticeships, industry certifications, and early college credit support.
3. Contact students at job work sites; follow-up with students and employer(s) to evaluate the progress and interventions necessary for the assurance of successful completion of work training programs; maintain open and positive communication between student and outside employment supervisor(s).
4. Serve as a liaison between the student, employer partner/intermediary and school system to ensure compliance in reference to paying students, etc.
5. Facilitate work-based learning opportunities to assure students are effectively and efficiently developing knowledge, skills, attitudes, and work habits necessary for employment.
6. Administer and interpret career inventory assessments to assist with job matching.
7. Input, update and extract K-16 data; maintain automated files and records; initiate reports and generate a variety of spreadsheets, computerized lists, reports and documents; assure accuracy of input and output data for Career Education and Assessment. Design and execute specialized reports using a variety of databases and software.

8. Maintain confidentiality of sensitive employee and student information.
9. Monitor database for accuracy and data integrity.
10. Reconcile data between student information system and district, state, and federal reporting.
11. Collaborate with all stakeholders to promote career pathways as well as gather and analyze work-based learning data.
12. Perform complex and technical work involving reviews and audits of a variety of career education materials requiring familiarity with policies, practices, and procedures.
13. Provide user training and may travel to classrooms in support of related duties.
14. Assist with processing career education purchase orders and invoices; monitor office or project expenditures; process invoices, requisitions and purchase orders in accordance with established guidelines; maintain auditable records.
15. Assist in developing career education advertisements, folders, and marketing information for distribution to stakeholders.
16. Attend and participate in career education meetings and conferences.
17. Attend and participate in OC Pathways meetings as scheduled.
18. Engage with Counselors, CTE Teachers, Faculty & Staff, Administrators, and OC Pathways in the planning, development and evaluation of the K-16 grant projects.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current CTE trends, including program, pathways, and industry sectors

Data analytics

State and local labor market indicators

Budget planning and analysis

Design elements for marketing materials

Microsoft Office

Telephone techniques and etiquette

Business letter and report writing, editing and proofreading

Interpersonal skills such as tact, patience and courtesy

Record-keeping techniques

Computer input procedures

Correct English usage, grammar, spelling, punctuation and vocabulary

Reading and writing communication skills

Oral and written communications skills

ABILITY TO:

Understand career pathway initiatives and resources
Possess strong leadership, facilitation, planning, and organizational skills
Able to engage/collaborate with industry and community partners
Effective communication skills: listening, speaking, and written
Ability to analyze and problem solve complex situations
Ability to establish and maintain effective working relationships
Experience planning skills and ability to coordinate students' schedules

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent. Associate's degree or 48-semester units of coursework from an accredited college or university and two years of experience in job placement or community relations work. Knowledge of Career Education and work-based learning is desired.

WORKING CONDITIONS:

Subject to sitting for extended periods of time; frequent use of telephone; direct contact with the public, teachers, students, parents, and other staff requiring clear speaking and the ability to hear normal voice conversation; subject to many demands on time and constant interruptions; subject to emergency situations; threatening and obscene phone calls and noise; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; lift carry, pull, push up to 25 pounds; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 67

**ADOPTED BY PERSONNEL COMMISSION:
ADOPTED BY BOARD OF EDUCATION:**

April 5, 2023
May 9, 2023