



For the future of every student

## **CLASS TITLE: CAREER TECHNICAL EDUCATION WORK-BASED LEARNING LIAISON**

### **BASIC FUNCTION**

Under the direction of the Chief Innovation Officer, supports and assists Counselors and Career Technical Education (CTE) teachers in organizing and facilitating work-based learning (WBL) activities for the District's high school students; and maintains and updates various databases and records related to provided services. This position is specially funded and employment is for the duration of the grant funding allotted to CTE.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

In collaboration with the Career Technical Education (CTE) team, serves as a liaison between counselors, teachers, students, school sites, and various community partners to create, recruit, market and document worked-based learning (WBL) opportunities and activities. Assists with planning, developing and implementing outreach activities with employers. Promotes career pathways to community, non-profit and private sectors.

Assists CTE teachers, office personnel, the community, outside agencies, etc. for the purpose of providing support, information and assistance in coordinating assigned activities. Compiles and provides related data and resources to counselors, teachers, administrators and others in support of work-based learning activities.

Assists in preparing students for work-based learning activities. Supports the development of apprenticeship/internship opportunities in targeted career-themed industries. Assists students in developing employment skills such as job interviewing, job application and resume writing.

Assists with the recruitment of and serves as a resource for district-wide Advisory Board members; assists in the development of District and pathway specific Industry Advisory Board agendas.

Inputs, downloads and updates a variety of data in assigned computer systems; develops and maintains automated databases, records and files; generates a variety of computerized reports and documents; assures accuracy of input and output data.

Prepares and maintains a variety of manual and automated records, reports and files related to students, services and assigned activities; keeps accurate records of all information.

Composes routine correspondence independently or from oral instructions; types letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Maintains a variety of logs, records and files; ensures the timely duplication and distribution of a variety of records, reports and other materials. Maintains a database of business partners. Maintains records and reports ensuring confidentiality of students.

Schedules appointments, staff training, meetings, and events; maintains related calendars of scheduled events; assists in the set-up of work areas, meetings, displays and exhibits.

Attends and participates in assigned meetings, workshops, conferences and trainings.

Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General practices, procedures and techniques involved in providing job site and employment training, coaching and guidance.

General principles, practices and techniques of providing assistance to students.

Community, employment and school resources, services and programs related to the identified needs of students.

Operation of a computer and assigned software.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

**ABILITY TO:**

Perform a variety of technical, record-keeping and clerical support duties.

Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.

Research, compile and verify student data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.

Type or input data at an acceptable rate of speed.

Work independently with little direction.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Understand and carry out verbal and written instructions.

Read and comprehend printed materials.

Communicate effectively in both verbal and written form.

Establish and maintain cooperative and effective working relationships with others.

Work successfully with diverse groups of people.

Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent supplemented by college level course work in education, counseling, human resources, psychology, social science or related field, and two years related vocational, instructional and/or administrative support experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

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*Approved by Personnel Commission:*

*04/19/2023*