

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Work Based Learning Technician**

**BASIC FUNCTION:**

Under direct supervision of the Assistant Superintendent or a designee and general direction of the Coordinator of Career Education, this position is responsible for performing a variety of duties to assist in planning, organizing, and supporting student enrollment in work-based learning activities for career and adult education programs; develop and maintain working relationships with students, parents, school personnel, and community partners; serve as a resource to the District Office, school sites, students, parents, and department personnel.

**ESSENTIAL DUTIES:**

**WORK-BASED LEARNING SUPPORT**

- Establish and maintain relationships with businesses, local workforce agencies, and education partners for the purpose of providing work-based learning experiences, such as pre-apprenticeships, apprenticeships, industry certifications, internships, mentorships, and early college credit support
- Identify and recruit employers, business and community partners willing to work with students in various work-based learning experiences
- 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
- Maintains open and positive communication between students and outside employment supervisor(s)
- Communicate with the student, employer partner, and school system to ensure compliance and accountability
- Administer career inventory assessments to assist with job matching

**DATA MANAGEMENT**

- Input, update, and extract career and adult education program data; maintain automated files and records; initiate reports and generate a variety of spreadsheets, computerized lists reports, and documents; assure the accuracy of input and output data for career and adult education programs
- Design and execute reports using a variety of databases and software
- Maintain confidentiality of sensitive employee and student information
- Reconcile data between student information systems and district, state, and federal reporting
- Collaborate with all stakeholders to promote career pathways as well as gather and analyze work-based learning data

## **PROJECT SUPPORT**

- Assist with processing career-based grant purchase orders and invoices in accordance with established guidelines
- Monitor student attendance in career and adult education programs.
- Assist in developing program advertisements, folders, and marketing information for distribution to stakeholders
- Attend and participate in career and adult education meetings and conferences
- Support district and school site meetings as needed including the college and career fair; mentorship program, and career speakers
- Schedule CTE and other career education staff activities such as training, meetings, and field trips
- Develop informative and promotional materials of available resources and programs such as social media posts, parent newsletters, brochures, videos, and posters for use with prospective students, parents, schools, and community organizations and distribute to stakeholders in the community
- Assist in the administration of assessments that support the development of job-ready skills in career and adult education

## **OTHER REPRESENTATIVE DUTIES:**

- Participate in District meetings and trainings required to successfully implement job responsibilities
- Perform related duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- The value of participating in career technical education and work-based learning activities and programs
- District organization, operations, policies, and objectives
- Effective communications techniques
- Applicable sections of State Education Code and other applicable laws
- Policies, requirements, and objectives of assigned program and activities
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment
- Effective use of time and resources to accomplish project objectives

### **Ability to:**

- Develop and maintain working relationships with co-workers, parents, students, and community agencies
- Solicit private and public sector employers to participate in work-based learning activities

- Serve as a resource for department personnel.
- Collect accurate data to assemble and deliver required reports
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Perform a variety of clerical activities
- Work independently with little direction
- Prioritize and schedule work
- Maintain records and prepare reports
- Operate a computer and other office equipment as assigned

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

**MINIMUM QUALIFICATIONS:**

**Education/Experience:**

**Education:** Graduation from high school or equivalent.

Preferred: Associate's degree or 48-semester units of coursework from an accredited college or university. Experience working with community colleges. Bilingual in Spanish.

**Experience:** Two years of experience in job placement or community relations work. Knowledge of career education and work-based learning is desired.

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment.
- Constant interruptions.

**Physical Requirements:**

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

**Operation of Vehicles, Machinery and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

**Mental and Emotional Requirements:**

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned duties

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.