

Job Title:	Work-Based Learning Specialist		
Position Type:	Full Time	Days/Hours:	M-F/ 7:30am-4:00pm
Annual Benefits?	\$11,621.16	Work Year:	223 days (continuous employment)
Driver License Required?	Yes	Degree Required?	Bachelor's Degree Preferred
Hourly Rate/Salary Range:	\$52.50-\$61.95/ \$87,806.25-\$103,611.38	Job Category:	Classified Exempt
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	August 5, 2024
Website:	www.edenrop.org	Posting Expires:	August 23, 2024 at 12pm

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.

<https://www.edenrop.org/careers>

Fax/Email:

(510) 293-8225/mhenderson@edenrop.org

Attention:

Mercedes Henderson, Human Resources Administrator

Mail:

Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd., Hayward, CA 94545

Job Description

Knowledge of:

- Career Technical Education pathways, ROP programs, and workforce development.

Duties and Responsibilities:

- Meet, plan and work with teachers, instructors, and staff to determine business and industry support needed for their programs.
- Cultivate relationships with local businesses, agencies, and organizations to develop high-leverage partnerships among the various career pathways offered.
- Connect students to industry sector work-based learning experiences such as internships, job shadows, mentoring, guest speakers, field trips, career fairs and employment opportunities.
- Collaborate with district partners, district Career Technical Education instructors, and Eden Area ROP instructors to coordinate work-based learning events and experiences.
- Communicate expectations and support adherence to expectations for industry representatives, district staff, teachers, instructors, and students in preparation for work-based learning experiences.
- Support the planning, coordination, and facilitation of Advisory Meetings.
- Support the planning and coordination of EAROP events such as Business Partner of the Year, Sector Days, and district Career Fairs.
- Support ongoing partnerships with Chabot College and Hayward Promise Neighborhoods.
- Collect and facilitate the management of work-based learning data and CATEMA participation.
- Represent the EAROP at community events and facilitate opportunities for business and industry to learn about EAROP programs.
- Assist with developing transitions to post-secondary options, including community colleges, universities, career technical schools, apprenticeship programs, or the workforce.
- Participate in meetings, in-service activities, and staff conferences.

Ability To:

- Demonstrate outstanding ability to work as part of a team and independently as appropriate.
- Communicating effectively, verbally and in writing.
- Work independently; strong skills in organizing workflow, ideas, and materials.
- Keeps appropriate records, makes reports as required according to timelines.

Education/Experience:

- Equivalent to the completion of high school; bachelor degree strongly preferred
- Minimum of three (3) years work experience in a school setting; or
- Minimum of three (3) years experience working with community organizations

Accredited by the Schools Commission of the Western Association of Schools and Colleges

In accordance with the provision of Sections 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Eden Area Regional Occupational Program policy, no qualified person shall, on the basis of race, color, national, origin, religion, sex, handicap, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Eden Area Regional Occupational Program. If there are questions concerning these provisions, please contact the Superintendent's Office

The EAROP Core Values

Equitable Accessible Restorative Outcomes Professional

