

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WORK BASED LEARNING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, determine eligibility and enroll students in the Work-Based Learning or Internship 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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Determine eligibility and enroll students in Work-Based Learning or Internship programs; make worksite visits and explain program policies to job sites or potential work placement opportunities; monitor student participation in programs and explain policies to parents and students; maintain CTE pamphlets; assist parents, students and employers with the completion of related paperwork.

Conduct employer outreach to identify work-based learning opportunities and develop, cultivate, and maintain positive relationships with area employers in specific sectors.

Develop a positive working relationship with students, parents, school personnel, community partners and District administrators to encourage and enhance support for students and the District; conduct program quality reviews.

Assist in coordinating the TK College + Career Collaborative activities by fostering relationships with high school, college, business, and community partners.

Provide specialized education work experience and career or vocational education training to increase the employability of students.

Coordinate dual enrollment and work permits for high schools in collaboration with counselors, work-experience teachers and the Coordinator of Secondary Assessment/CTE Process; prepare and obtain work permits, memos of understandings, notice of employment, accident reports, brochures, letters of introduction, student files and other materials; create employer packets and folders.

Maintain waiting list; file interest cards according to established procedures.

Assist in organizing, promoting and presenting community workshops to enhance awareness and promote support; receive and review responses and attend meetings with stakeholders as assigned.

Prepare, monitor and maintain CTE and Assessment records, logs, reports and visit worksites to observe students.

Research, compile and verify a variety of data and information; review, process and submit a variety of forms, reports, applications and documents; assemble, distribute, collect, verify and assure accuracy of various documents.

Complete CTE needs assessments; provide referrals to students and parents in need of assistance.

Communicate with personnel and outside community agencies to secure services for programs; exchange information; resolve issues and concerns and; explain District programs as requested.

Input and update a variety of data in an assigned computer system; maintain automated files and records; initiate queries and generate a variety of spreadsheets, computerized lists, reports and documents; assure accuracy of input and output data for CTE and Assessment.

Support district and school site annual meetings as needed including the college and career fair and district science and engineering fair; recruit and assist in the coordination and execution of student pathway events and retention initiatives of CTE students.

Schedule CTE staff activities such as in-services; meetings; and plan activities.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments for CTE and Assessment.

Develop informative and promotional materials of available resources and programs such as social media posts, parent newsletters, brochures, videos, posters for use with prospective students, parents, schools and community organizations and distribute to stakeholders in the community.

Provide transportation options to students to get to and from specific appointments as per administrative directive.

Assist with processing purchase orders and invoices; monitor office or program expenditures; process invoices, requisitions and purchase orders in accordance with established guidelines; maintain auditable records.

Attend and participate in meetings and in-services, conferences provided by County and State agencies; attend District, staff, parent and community meetings.

Operate a computer and other office equipment as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Cultural background of minority, ethnic and disadvantaged groups.

The value of participating in career technical education and work-based learning activities and programs.

Various occupations, vocations, employment/educational terminology and program curriculum.

Recruitment practices, strategies, procedures and marketing procedures.

Program requirements and funding terms and conditions.

Community areas within the District and available community resources.

District organization, operations, policies and objectives.

Effective communications techniques.

Applicable sections of State Education Code and other applicable laws.

Policies 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.

Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people.

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.

Organize, promote and present workshops to enhance awareness and promote support.

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.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Associate's degree or 48 semester units of coursework from an accredited college or university.

Experience: Two years of experience in job placement or community relations work. Knowledge of Career Technician Education or work based learning is desired.

Any combination of training and/or experience which would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and office environment.

Driving a vehicle to conduct work.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, standing or walking for extended periods of time.

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

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.

Reaching overhead and above shoulders.