

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, Work Based Learning

Purpose Statement

The Program Specialist, Work Based Learning (WBL) will work collaboratively with industry leaders throughout San Diego, and work-based learning specialists to support the San Diego County College and Career Readiness Consortium's (SDCCRC) vision of work-based learning. The Program Specialist will provide support to District partners to assist with implementation of a coordinated WBL system.

Essential Functions

- Develop strategic partnerships and cultivate relations with business and industry for the purpose of creating WBL opportunities for students within the program.
- Develop and monitor industry outreach and ePortal staff procedures to guide regional WBL system.
- Communicate with district staff to identify gaps in their current WBL services and develop strategies for implementation of the WBL Continuum.
- Supervise industry outreach and ePortal staff to ensure consistent messaging and coordination.
- Identify specific learning outcomes based upon work-based learning experiences.
- Use feedback and input from industry coordinators sector intermediaries to ensure districts are well-informed of industry expectations to maximize students' WBL experience.
- Identify WBL best practices in order support regional consistency between sector specialists.
- Interfaces with different consortium committees to promote grant priorities, market to businesses, and provide progress updates.
- Integrate work-based learning opportunities into career technical education and academic courses.
- Collaborate with post-secondary institutions in order to align work-based learning efforts within the San Diego region.
- Work closely with work-based learning manager, industry, and ePortal staff to ensure alignment between district/student needs and industry needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the success of the project.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; and analyzing data.

KNOWLEDGE is required of statewide initiatives relating to career pathways and other work-based learning features of current education; career-technical education; San Diego's industrial sector;

principles of career and technical education; and principles and techniques of personnel management, including selection, supervision, evaluation, training and coaching of assigned staff. ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment; to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; setting priorities; working with detailed information/data; and evaluating educational programs and making recommendations.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education and Experience:

- Experience: Three (3) years of work experience in related work, with prior experience or heavy exposure to relevant industry career pathways settings preferred. Targeted industry sectors in this grant are Clean Energy, Advanced Manufacturing, and Information & Communication Technologies. Partner development and formal presentation experience preferred.
- Education: Bachelor’s degree in education, business administration, public administration, or closely related field.
- Equivalency: A combination of education and experience equivalent to a bachelor’s degree in education, business administration, public administration, or closely related field and three (3) years of work experience in related work, with prior experience or heavy exposure to relevant industry career pathways settings preferred. Targeted industry sectors in this grant are Clean Energy, Advanced Manufacturing, and Information & Communication Technologies.

Required Testing

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

- Criminal Justice Fingerprint/Background Clearance
- Physical Exam and drug screen
- Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

Personnel Commission Approved: October 18, 2017