

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 12, 2025

Salary Schedule: 20, Row: 31

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: WORK-BASED LEARNING SPECIALIST

JOB PURPOSE STATEMENT: Under the direction of the Director of Learning Support Services or Designee to plan, develop, coordinate, and implement Work-Based Learning programs with staff, students, businesses, and community organizations; and provide an ongoing link between businesses and K-12 public education.

JOB FUNCTIONS:

- Work with counseling staff and site administrators to implement a comprehensive Work-Based Learning System that enhances the existing guidance programs to ensure students are prepared for college and future careers.
- Contact and work with business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning (e.g. internships, mentoring opportunities, portfolio exhibitions, labor market panels, field trips, etc.)
- Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special populations for academic enrichment and school-to-career opportunities.
- Develop Internship opportunities in targeted industries.
- Assist employers with program development; act as a resource to prospective employers interested in providing employer outreach services to students.
- Attend workshops, conferences and meetings with business and educational leaders to provide information on programs available.
- Research and assist in the applications for appropriate grant opportunities for future funding of site-based school to career programs.
- Identify new sources of career/work-related opportunities for program participants.
- Maintain an employer/labor database to provide reports on program participants.

JOB FUNCTIONS:

- Act as primary contact for employers with project issues or concerns.
- Develop guides, brochures and newsletters promoting school to career/vocational education.
- May drive a district vehicle to transport students.
- Performs other job-related duties as assigned.

JOB QUALIFICATIONS

Knowledge of:

- District Student Information System (SIS), Special Education Information System (SEIS), and other technology programs.
- State reporting regulations for assessment and accountability related data requirements used in accountability reporting.
- Accessibility and accommodation options and procedures for the assessment of English Learners and Students with Disabilities.
- Principles of the Americans with Disabilities Act.
- Assessment and interviewing techniques.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations and in accordance with County, State and Federal regulations and policies, related to job development and placement activities and employability skills
- Modern office practices and procedures including filing systems, telephone operator techniques and software programs
- The functions, organization and basic clerical operation of an administrative office
- Basic budgetary principles and practices including methods of financial record keeping
- General customer service skills
- Basic mathematical, ledger and statistical procedures
- Appropriate safety and security precautions, practices, and procedures
- Basic techniques of guidance and leadership

JOB QUALIFICATIONS:

Ability to:

- Devise or adapt office procedures to changing organizational needs
- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current technologies
- Compose correspondence (e.g. reports, applications, case notes, instructions, memos, announcements, flyers, letters of recommendation, etc.) independently
- Use independent judgment
- Create clear and comprehensive reports and keep complex records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Perform written and oral language translations
- Communicate effectively using correct grammar
- Perform and coordinate complex office, secretarial and clerical work
- Perform complex financial clerical work
- Makes standard arithmetical calculations with speed and accuracy
- Accurately generate and compare data
- Audit, tabulate, balance, and reconcile data
- Detect errors, proofread and troubleshoot
- Guide, organize and schedule the work of others
- Provide training and safety direction/instruction
- Provide excellent customer service (e.g. answering phones, assisting students, staff, and general public)
- Interpret, apply and explain rules, regulations, policies and procedures.
- Present program information to various business and community groups in a professional manner to elicit support for on-going district, school-to-career goals and objectives.

EDUCATION:

- Graduation from high school or equivalent
- Associates degree required
- Bachelor's degree is preferred

EXPERIENCE:

- Three (3) years of experience working with students, parents, schools, and a diverse community; and
- Three (3) years of work-based learning experience in an educational setting (e.g. tutoring, mentorship, or related roles) and connecting businesses to education.

LICENSES, CERTIFICATES, and/or TESTING:

- First Aid/Cardiopulmonary Resuscitation/Automatic External Defibrillator (1st Aid/CPR/AED) Certifications
- A valid California Driver's License
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds

Negotiated: January 17, 2025