

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 program specialists to support the San Diego County Office of Education's College and Career Rediness Department's vision for work-based learning. The Program Specialist will provide support to District partners to assist with implementation of a coordinated WBL system.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

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 internal 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 WBL staff to ensure consistent messaging and coordination.
- Identify specific learning outcomes based upon work-based learning experiences.
- Use feedback and input from industry partners to ensure districts are well-informed of industry expectations to maximize students' WBL experiences.
- Identify and present WBL best practices in order to support regional consistency between districts and industry partners.
- 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 department and division, industry, and staff to ensure alignment between district/student needs and industry needs.

- Writes and/or edits grant proposals and develops tools to support the implementation of WBL.

Other Functions

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership.

Statewide initiatives relating to career pathways and other work-based learning features of current education.

San Diego's industry sectors.

Principles of career and technical education.

Principles and techniques of personnel management, including selection, supervision, evaluation, training and coaching of assigned staff.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness.

Practice cultural competency while working collaboratively with diverse groups and individuals.

Schedule a number of activities, meetings, and/or events.

Gather, collate, and/or classify data.

Use basic, job-related equipment.

Work with detailed information/data of varied types and/or purposes.

Problem solve to analyze issues and create action plans with or without equipment.

Independent interpretation of guidelines.

Network and facilitate internal and external groups.

Communicate with diverse groups and individuals.

Meet deadlines and schedules.

Work as part of a team; leading, delegating and organizing tasks.

Manage multiple projects; and set priorities.

Evaluate educational programs and make recommendations.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to

retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor’s degree in education, business administration, public administration, or closely related field.

Experience: Three (3) years of work experience in related work, with prior experience or heavy exposure to relevant industry career pathways settings preferred. Partner development and formal presentation experience preferred.

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.

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

Revised: 12/25