

<b>Location:</b>	<b>Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVCTE Principal or designee</b>
<b>Classification:</b>	<b>Non-Represented</b>
<b>Date Approved:</b>	<b>7/22/2015, 10/12/2016, 12/14/16, 3/14/18</b>
<b>Date Revised:</b>	
<b>Position Control:</b>	<b>Temporary Contract Employee Salary Based on #140022, Salary Schedule 16, Range A</b>

**POSITION DESCRIPTION:**

Under the direction of the SVCTE Principal or designee, the Work-Based Learning (WBL) Specialist will develop specific career exploration and WBL activities for CTE Programs. This position requires a fundamental understanding of the pre-employment process such as job search skills, resume writing, successful interviewing techniques and completing the application process. Position includes researching, locating and meeting employers for high school students to match skill level to WBL opportunities

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily:

- Develop specific career awareness, career exploration and career preparation activities such as career speakers, workplace tours, career fairs, industry events, job shadows, mentoring, industry projects, and internships for students
- Support CTE teachers in connecting to potential internship sites in targeted pathways and collaborating with employers for student training. Placement should consider safety, qualified supervision, and appropriate learning opportunities
- Attend all required school and business meetings and workshops related to WBL opportunities
- Work directly with business and industry to develop, implement, support and report outcomes for work-based learning opportunities. Conduct surveys to gather data.
- Work in collaboration with team members to plan and implement and record outcomes for WBL opportunities. Report data to supervisor
- Provide necessary support for student participation in WBL activities, including recordkeeping, coordinating transportation, tours, shadowing and communication between employer and students
- Promote SVCTE programs to business leaders for partnerships through planning and implementing site events
- Represent and/or attend SVCTE in a variety of school or community based activities; i.e., back-to school, open house, parent or community presentations, and/or job career fairs along with the outreach team
- Serve as a liaison with partners in order to increase student access to course, recruitment, and training opportunities
- Develop content for informational materials (print and digital) that promote partnerships, training WBL activities, and site events in collaboration with the communications coordinator
- Performs other duties as assigned that support the overall objective of the position
- Maintains open and positive communication with all site administrators, staff and partners

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Employment techniques, methods, and procedures used for effective job search
- The rules and regulations governing student employment
- Record keeping and filing methods for required documentation
- Interpersonal skills including tact, patience and courtesy
- Current education regulations and district policies, and practices
- Correct English usage, spelling grammar and punctuation
- Oral and written communication skills
- Technology use for communications and efficiency

**EMPLOYMENT STANDARDS:**

**Ability to:**

- Work with employers and match students for placement into WBL positions
- Interpret the policies, procedures, techniques, and rules governing student employment and internships
- Demonstrate skills at using a personal computer for word processing, creating presentations, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens
- Save, edit and retrieve data into storage systems
- Multi-task difficult clerical work with speed and accuracy
- Requires sufficient math skills to compute sums, averages, products, and quotients
- Requires sufficient human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings
- Use proper language, grammar, and writing skill to prepare professional correspondence, position advertisements, informational brochures and data reports
- Achieve harmony and cooperation in communicating with others
- Prepare professional correspondence for routine communications (email)
- Apply laws, regulations, policies and procedures for equal employment opportunity
- Maintain up-to-date files and ensure privacy of student information
- Work cooperatively with others, including students with special needs
- Implement work based learning opportunities and carry out all aspects of the position
- Work collaboratively with the SVCTE administrative team to assure the accuracy between data and program activities
- Plan, organize, and coordinate events and program activities
- Use advanced computer knowledge including Word, Excel, Access and Outlook
- Work as a team member and perform well under stress as well as processing information quickly

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to perform the functions of this job include:

**Education & Work Experience**

- Bachelor's Degree preferred from a regionally accredited institution
- Minimum of three (3) years of industry experience

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees who are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature