JOB DESCRIPTION
San Leandro Unified School District

Work Based Learning Program Coordinator

Purpose Statement

The job of Work Based Learning Program Coordinator is done for the purpose/s of assisting district and school administrators to develop and implement district wide educational programs**;** providing information to others; maintaining an effective collaborative relationships; serving as a liaison to schools, agencies and/or families; and implementing and maintaining services within established guidelines and standards.

This job reports to Assigned Administrator

Essential Functions

- Facilitates and/or coordinates professional development for parents, community members, administrators and other stakeholders on careers and work based learning programs.
- Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus and foster leadership opportunities through community partnerships and work-based learning programs.
- Collaborate with staff and postsecondary institutions to develop and maintain career pathways which prepare students for apprenticeships, community college, or university degree programs.
- Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace conditions
- Support and partner with school counselors as students complete Individual Career and Academic Plans .Schedule appointments with students to assist on work based learning and career planning.
- Monitor and assist in the maintenance of required documentation for registered apprenticeships and WBL experiences. Collect and submit participant data or reports on scheduled deadlines in required format
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required
- Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, registered apprenticeships, industry certifications, and concurrent enrollment support.
- Collects and shares internship information and connects students to internships.
- Works and partners with local businesses and industry on implementing work based learning and internship opportunities for students.
- Provides resource materials and support when needed, researches relevant and current community resources; provides outreach and shares resource materials at trainings
- Participates in and encourages parent involvement in school programs, parent trainings, and events; makes presentations at teacher/support staff workshops and parent trainings

Other Functions

- Attends and participates in meetings, training and conferences as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Individual and/or small group case management for students and families to ensure effective wrap-around services and support

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally 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 pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; personal automobile for job-related travel may be required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required (CTE and/or Work Based Learning)

Education Targeted, job related education with study in a job-related area.

Equivalency Bachelor's Degree Preferred.

Required Testing	Certificates
Pre-Employment Proficiency Test	Driver’s License & Evidence of Insurability
Continuing Educ./Training	Clearances
	Criminal Justice Fingerprint/Background Clearance
	TB Screen

FLSA Status	Board Approval	Salary Range
Non Exempt	PENDING	 46