

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DISTRICT WORK-BASED LEARNING LIAISON**

#### **BASIC FUNCTION:**

Under the general direction of the Director of College & Career Options or designee, the District Work-Based Learning (WBL) Liaison is responsible for working with District Staff, school site staff, students, businesses, and community organizations to plan, develop, and implement WBL relationships and systems; coordinate WBL, industry and K-12 public education. The WBL Liaison develops the district's WBL system and protocols and initiates plans, coordinates, manages and evaluates career exploration and WBL opportunities for all CTE pathways.

#### **ESSENTIAL FUNCTIONS:**

Develop a sequenced and structured district work-based learning plan.

Plan, develop, and implement work-based learning activities with employers and District schools; research best practices in similar/related schools and pathways; ensure compliance of WBL program with state and federal regulations.

Develop systems to build and maintain strong ongoing relationships with business and community partners; assist with monitoring system implemented for effectiveness.

Act as a resource to schools interested in providing employer outreach services to students; work with counseling staff, teachers and site administration to develop and implement a sequential WBL system integrated with the academic curriculum and aligned with the WBL Continuum and featuring industry-specific, standards-aligned project-based experiences.

Identify industry-specific skills students need to successfully complete a work-based learning experience and improve student work-readiness skills.

Identify specific learning outcomes for all work-based learning experiences. Develop a WBL assessment tool that promotes student reflection and application of academic standards in a real-world setting.

Develop and maintain an up-to-date employer database to provide reports on business and community participants and serve as a "clearinghouse" of resources available to teachers.

Coordinate site WBL teachers and provide guidance and training about related WBL activities, including formation of advisory boards.

Oversee development and implementation of work-ready skills instruction via coursework or after-school workshops.

Create and interpret work-based learning materials, communications, and District policies for school sites and interested parties; provide work-based learning information for district and school websites.

Liaison with District partners who also provide WBL services, such as Special Education/Workability, Foster Youth and Adult Education.

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 including internships, mentoring opportunities, portfolio exhibitions, labor market panels, and other career/work-related activities.

Assist employers with project development; act as primary contact for employers with project issues, concerns, unique industry needs, interactions with and managing the students under their supervision.

Develop a system to monitor student progress through WBL experiences; maintain necessary records and data for the use of pathways, schools, District and other stakeholders; prepare and process written materials and documents for the purpose of disseminating information regarding student's status and progression.

Represent career pathways at workshops, conferences and meetings with business and educational leaders to provide information on programs available.

Research, identify and process new sources of career/work-related opportunities for program participants.

Participate and attend meetings, workshops and conferences related to employment trends and strategies.

Perform related duties as assigned.

## **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Career technical educations as a discipline.

Employer/business expectations in the workplace.

Current resources for employment and training programs.

Local job market trends and opportunities and local public school systems.

Principles and practices of leadership and organizational structures.

Principles of experiential learning and career counseling.

Techniques for dealing with individuals of various ages and socio-economic groups.

Database management and/or spreadsheet application.

Office practices, methods and procedures, equipment and technology.

Applicable private and public sector laws, codes, regulations, policies and procedures, with a focus on student employment.

Proper oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operations of a computer and assigned software, including Excel, Access and Microsoft Office.

## **ABILITY TO:**

Effectively manage and prioritize multiple, concurrent program tasks.  
Understand, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Demonstrate leadership and organizational skills in the implementation of programs and activities.  
Provide consultation and information to staff, students, business and community groups and others regarding the program's activities.  
Communicate effectively and efficiently both orally and in writing with individuals of various ages, socio-economic groups and racial, cultural and linguistic backgrounds.  
Demonstrate initiative, flexibility and tactful judgement in the business community.  
Travel to various school sites and locations within Elk Grove Unified School District to perform a variety of tasks.  
Read and write English at the level required for successful performance of the job.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Accurately compile information, prepare and maintain various records, reports and files.  
Operate standard office equipment including a computer and assigned software.  
Research various data utilizing current methods, practices, tools and techniques.  
Work independently with little direction.  
Adjust to flexible working hours.  
Meet deadlines, schedules, and timelines.  
Plan, schedule and organize work.  
Maintain regular, consistent and punctual attendance.

## **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination of education and experience that would likely provide the required knowledge and abilities, including the equivalent of a Bachelor's Degree from an accredited college or university; an appropriate California Teaching Credential; experience with developing industry and education partnerships; experience with professional development in education; program and partner development experience; three years of occupational experience in related work, with exposure to relevant industry career pathways settings preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver license.  
Use of personal vehicle to conduct work.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office and classroom environment.  
Irregular terrain or flat surfaces, up and down stairs.  
Driving a vehicle to conduct work.  
Some schedule changes may occur due to operational needs.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read a variety of materials.

Driving a vehicle and travel to various businesses, sites and various locations.

Walking to enter businesses, sites and various locations.

Sitting and standing for extended periods of time.

Bending, kneeling or stooping to file and retrieve materials from files.

Reaching overhead to retrieve and store files and supplies.

Lifting light objects.

Interacting with the public and other staff.

**BOARD APPROVED:** November 15, 2016