

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Work-Based Learning District Liaison

RANGE: 18 (Professional Administrative)

BASIC FUNCTION:

This grant-funded position will support the Contra Costa County Office of Education in leading the newly-funded Career Technical Education Incentive Grant (CTEIG) and the Diablo Gateways to Innovation (DGI) Consortium, plus other grant related activities. This position is grant funded and will terminate once the consortia's grant-funded activities related to the California Career Pathways Trust (CCPT) grant and the Career Technical Education Incentive Grant have ended on June 30, 2017.

Under administrative direction, provides leadership for implementation of the work-based learning aspects of both the California Career Pathways Trust Grant and Career Technical Education Incentive Grant implementations, focusing on the achievement of grant objectives, performance reporting and compliance. The district liaison works collaboratively with K-12 and community college districts, Workforce Development Boards, and work-based learning specialists to support the consortia visions of work-based learning. The district liaison will provide coordination between sector specialists and will interface with different consortia committees to promote grant priorities, market to businesses and educational institutions, and provide progress updates.

ESSENTIAL DUTIES:

Recruit, match, facilitate, and place post-secondary partners, business leaders, companies, professional organizations and other agencies to link opportunities for students in career-related learning including internships, mentoring relationships, professional portfolio and senior exhibitions/defenses, labor market panels and other career/work related activities

Recruit, match, place, and support students for all work-based learning, including internships, processing required paperwork, payroll lists, and Work Education Experience enrollment.

Assist in coordinating Internships, Job Shadowing, Service Learning, and other Work-Based Learning programs offered through the school districts that relates to worksite learning.

Plan, develop and implement work-based learning support for CTE classes and pathways/academies to enhance the development of 21st century skills for students, pathway teams, post-secondary partners, employers, community and civic partners.

Collaborate with all site and District staff to expedite partnerships that results in an integrated, sequenced, and high quality pathway work-based learning opportunities for students.

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Collaborate with Workforce Development staff, K-12 and Community College work-based learning specialists, employers, community and civic partners.

Operate a computer and assigned software and other standard office equipment and related peripherals; drive a vehicle to various sites to conduct work.

Communicate with/visit business and industry on a regular basis.

Assist with curriculum development and integration of technical and academic education

Maintain professional development by participating in national and state organizations/associations, and attending conferences related to work-based learning.

Attend a variety of meetings related to the CCPT and CTEIG grants as assigned; participate on committees as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Career Technical Education
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of consortia student populations
- Educational systems and employment related regulations
- Prior experience with employer recruitment, job development, internship creation and career-related programs
- Procedures, methods, techniques, and strategies utilized in dealing with sensitive school/district and community problems, issues and concerns
- Excellent oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Computer software, hardware, and related technology
- Functional knowledge of or expertise in database management, program management and spreadsheet software applications

ABILITY TO:

- Present pathway information to various business and community groups in a professional manner to elicit support for increasing work based learning opportunities.
- Demonstrated ability to work collaboratively with others to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information and achieve results
- Understand and follow oral and written directions
- Ability to work with individuals from diverse backgrounds

- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision
- Strong problem solving skills
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain records and prepare reports.

EDUCATION & CREDENTIALS:

Bachelors required, Masters preferred, in education or closely related field
Possession of a valid California Teaching Credential preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license for local, county and regional travel

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environments
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor.
Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy equipment.

MENTAL REQUIREMENTS

Flexibility or ability to respond to multiple demands

Job Code 6011