

JOB TITLE: Work-Based Learning (WBL) Specialist

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Manager of Career Technical Education (CTE) and Workforce Development, the Work-Based Learning Specialist works closely with business and industry to initiate, plan, coordinate, and evaluate career exploration and work-based learning (WBL) activities for students and teachers in targeted schools. The WBL Specialist also recruits, trains, and nurtures partnerships with local businesses and community organizations.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of three (3) years of work experience in business or industry.
- Ability to:
 - Establish and maintain cooperative working relationships.
 - Plan, organize, and prioritize work.
 - Communicate effectively, verbally and in writing.
 - Demonstrate leadership on start-up projects where creativity and resourcefulness is a key to success.
- Strong computer skills.
- Presentation skills for large and small group trainings and workshops.
- Work effectively with a wide range of students, employers, and business and industry partners.

ESSENTIAL DUTIES

- Develop specific career exploration and work-based learning activities such as career speakers, workplace tours, job shadows, field studies, and internships for students throughout one or more of the Northern California Career Pathways Alliance (NCCPA) counties. These counties include Marin, Sonoma, Solano, Napa, Mendocino, and Lake.

- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends, employment requirements and opportunities.
- Prepare and deliver informational presentations in classrooms as requested; orient students to Career and College Readiness Hubs resources and services.
- Organize a Career and College Readiness Hub to provide career and college entrance information and assistance to students, staff, and parents; schedule activities, program, and speakers.
- Develop and secure externship sites for teachers in targeted pathways.
- Facilitate in-classroom involvement of business and industry partners.
- Participate as a member of the Career Pathway Support Team.
- Work directly with business and industry to develop, implement, monitor, and refine outcomes for work-based learning opportunities.
- Measure and track the level of work-based learning activities for data analyses and reporting.
- Work in collaboration with the Pathway coaches and teacher teams on 21st Century skills.
- Develop work-based learning opportunities for summer teacher externships.
- Design and implement student recruitment activities in collaboration with the pathway teacher teams and the regional WBL Coordinator.
- Conducts a variety of work-based learning activities for students, including, assessment for job readiness, career exploration and counseling, and job preparation skills training.
- Serve as a member of the Career Pathway Support Team in the Career and College Readiness Hubs at assigned high schools.
- Provide necessary support for student participation in WBL activities, including required school district and NCCPA documentation, transportation, workplace visits, and communication between employer and students.
- Selects, places, and evaluates students at internship site for WBL and job readiness skills. Collaborates with the employer's to address any on-site questions or issues related to individual WBL placements.
- Develop work-based learning opportunities for students by identifying and cultivating employer interest and participation in WBL activities through ongoing communication with employers, and business and industry partners.

- Provide problem-solving and follow-up activities to facilitate ongoing business and industry participation.
- Represent NCCPA in a variety of school or community based activities; i.e. Back-to-School, Open House, Parent Clubs, and Education and Economic Development Summit.
- Provide support and resources to teacher teams developing school programs, including career academies, pathways, courses, and special projects relating to career education and work-based learning.
- Maintains necessary records of student participation; compiles, reports, and analyzes data, documenting program and activities for NCCPA evaluation.

MARGINAL DUTIES

- Performs related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or

Reaching

Kneeling or

Pulling Loads (3)

Overhead (3)

Squatting (2)

Climbing Stairs (2)

Climbing Ladders (0)