

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

WORK BASED LEARNING / CTE GRANTS COORDINATOR

DEFINITION OF POSITION

Under the direction of the High School Principals, the Work Based Learning / CTE Grants Coordinator will coordinate work-based learning opportunities in the business community to provide an ongoing link between business, labor, industry, and K-12 public education. They will plan, develop, and implement work-based outreach activities with employers and district schools. The coordinator will serve as the liaison between the district's high school and community business partners to provide Work-Based Learning opportunities for students in Career Technical Education ("CTE") classes and school-wide. The coordinator will provide on-the-ground services during the traditional school year and will develop a work schedule that aligns with the District's needs. All activities and services provided by the coordinator will be supervised and monitored by the high school principals.

EXAMPLES OF DUTIES

- Advisory Boards:
 - Recruit new members to serve as Advisory Board members.
 - Serve as a resource for districtwide Advisory Boards.
 - Coordinate with countywide WBL coordinator efforts.
- Collaboration with Staff:
 - Work with school site leadership and counseling staff to plan, develop, and implement work-based outreach activities with employers and district schools, including implementing a comprehensive work-based learning system that enhances the existing guidance programs to ensure students are prepared for college and future careers.
 - Organize work-based learning activities, including, but not limited to, career panels, guest speakers, career and job fairs, and field trips. When possible, attend work-based learning activities and field trips
 - Collaborate with school office staff to issue work permits for students.
- Collaboration with Businesses:
 - Contact business leaders, industry organizations, professional organizations, and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work-related activities.

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- 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.
- Coordinate logistics of job shadowing/internships.
- Assist employers with program development; act as a resource to schools interested in providing employer outreach services to students.
- Develop apprenticeship/internship opportunities in targeted career theme industries.
- Act as the primary contact for employers with project issues or concerns.
- Collaboration with Students:
 - Assist students in learning work-related skills including resume preparation, job skills, interview skills, and soft skills.
 - Provide guidance to students and parents regarding internships.
 - Inform student interns of details such as duties and responsibilities, compensation, benefits, schedules, and working conditions.
 - Work with Santa Rosa Junior College staff to coordinate early college credit internship opportunities for students.
 - Match student career interests with work-based learning activities..
- Recruitment:
 - Coordinate the development of recruitment videos.
 - Work with business/school partnerships for outreach activities.
 - Promote pathway programs to community, non-profit, and private sectors.
- Grant Management:
 - Research and develop applications for appropriate grant opportunities for future funding of site-based school-to-career programs, CTE pathways, and work-based learning activities.
 - In conjunction with site administration, plan for grant applications that benefit CTE programs, and draft said grant allocations.
- Other Duties:
 - Attend workshops, conferences, and meetings with business and educational leaders to provide information on programs available.
 - Identify new sources of career/work-related opportunities for program participants.
 - Maintain an employer/labor database to provide reports on program participants.
 - Maintain track of student internship opportunities to report to funding sources.
 - Develop guides, brochures, and promoting materials to market school to career/vocational education.
 - Development of work-based learning documentation (i.e. cooperative agreement, training agreement, and student/business partner/district contracts)
 - May assist College & Career Center Coordinator in managing the College & Career Center, assisting students, scheduling use of the CCC, etc.
 - Other duties as assigned.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Local businesses, organizations, and community resources
- Employment law applicable to minors
- Modern office practices and procedures, including business correspondence, record-keeping and filing systems
- Operation of standard office equipment and computers

Ability to:

- Maintain database of student and employer records and contacts
- Excellent written and verbal communication skills
- Travel throughout the community to visit workplaces and student placements
- Coordinate and create systems to support more effective work flow and program success
- Perform clerical work with speed and accuracy without immediate supervision
- Make arithmetical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Type 50 words per minute with accuracy
- Work in a positive manner with students, families, and staff members, while exhibiting patience and compassion
- Meet deadlines
- Handle high volume of telephone calls and emails

EXPERIENCE/EDUCATION

Degree preferred or any combination equivalent to graduation from high school and 2 years of increasingly responsible clerical experience with program coordination. Should include experience in a position involving public contact, preferably one year of which is in a school setting. Bilingual preferred.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally

Standing/walking: Frequently

Waist bending: Occasionally to frequently

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Neck bending: Occasionally to frequently
Squatting: Frequently
Climbing: Rarely
Kneeling: Frequently
Crawling: Rarely
Neck twisting: Occasionally to frequently
Waist twisting: Occasionally
Pushing/pulling: Occasionally – up to 150 lbs. at a time
Running: Occasionally

Reaching:

Above shoulder: Occasionally
Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
11-25 lbs: Occasionally – weights carried up to 100 feet at a time
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently
Simple grasping: Frequently
Power grasping: Occasionally
Fine manipulation: Occasionally
Hand and arm twisting/turning: Occasionally to frequently
Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications

BOT 6/20/2023