

WORK BASED LIAISON, REGIONAL OCCUPATIONAL PROGRAM

Reports to: Regional Occupation Program Manager
School Site Supervisor (varies)

Division: Educational Services

Our ideal candidate

Ideally, you have strong interpersonal and communication skills, with the ability and experience to network and collaborate at a variety of levels. You are able to establish and maintain effective working relationships with school personnel, business and industry leaders, students, families, members of the public, and a variety of community groups, and can make effective presentations to those groups. You can work independently with little direction. You have strong organizational skills and the ability to plan, organize, develop, and complete projects. You are a team player and take your responsibilities seriously.

General description

Under the supervision of the assigned supervisor and assigned school site supervisor, the primary role of the work based learning liaison is to facilitate connections with business/industry, postsecondary institutions, and community organizations to create and maintain work-based learning activities for instructors and for students. Develop positive school and community relations and create a culture of business engagement in school programs.

Specific duties and responsibilities

- Serve as CTE/ROP's liaison to assigned high schools and the community
- Enhance and act as a resource to the Regional Occupation Program (ROP) and Career Technical (CTE) classes by coordinating speakers, industry tours, career fairs, job shadows, career mentoring, work experience, and interviews
- Develop and implement innovative ROP publicity campaigns to educate the school and wider community about CTE in general and CTE offerings specific to the school.
- Establish and maintain community contacts related to occupational training, program promotions, work-based learning, and student placement
- Develop and sustain advisory committees, promote member participation, and coordinate meetings
- Conduct research on career trends and local and national labor market information, to inform invested parties, develop contacts and create marketing materials.
- Advise students on their own career development, ranging from one-on-one vocational counseling to whole class assistance, and inform school personnel, parents, and members of the local business community of the career development process and school resources available
- Consult with CTE/ROP teachers and others invested in career exploration in order to help implement career planning units in their classes
- Educate the student body about—and promote—the school's CTE/ROP offerings and pathways to post-secondary options, along with providing a variety of marketing collateral
- Maintain course enrollment and wait lists, register students and keep them informed about course locations and times
- Coordinate student transportation for off-campus work-based learning components.

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- Collect credit, grade, and certificate of achievement information for CTE/ROP students and transmit to designated district and CTE/ROP staff
- Attend CTE/ROP in-service training meetings, class advisory committee meetings, and other meetings designated for the improvement of skills and maintenance of job responsibilities
- Communicate all ROP and course issues to supervisor
- Prepare reports and maintain CTE/ROP records
- Perform other duties as assigned that support the overall objective of the position

Requirements

Education: High school graduation supplemented by accredited college-level course work in job development, marketing, advertising, or vocational counseling. Bachelor's degree desirable.

Experience: Two years of progressively responsible experience relating to student recruitment and vocational counseling or any combination of education and related experience that will provide the required knowledge, skills, and abilities.

Knowledge and Skills:

- Recruitment and enrollment practices and procedures related to vocational counseling, training, and placement
- Goals and objectives of the Regional Occupational Program
- Record-keeping and data compilation methods and techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Technical aspects of field of specialty

Abilities

- Make presentations to potential students and community groups
- Counsel youth, high school students, and adult students for appropriate class placement
- Work independently with little direction
- Meet schedules and timelines
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with school personnel, business and industry leaders, students, members of the public, and community groups

Licenses and certificates

Valid California driver's license and required insurance coverage

Working conditions

Office environment. Travel from site to site. Occasional evening work required for such efforts as registration, follow-up phone calls, committee meetings and gatherings, and parental contacts.

Salary range 75

Approved by the Personnel Commission:

Dec. 14, 2017