

## **CLASS TITLE: Work Based Learning Liaison I**

**DEFINITION:** Under the general direction of the certificated person in charge, to provides services in assisting students with extraordinary situations to make a smooth transition from school to competitive employment, post-secondary education, and/or independent adult living while implementing the comprehensive work based learning programs within the school district.

### **EXAMPLES OF DUTIES:**

- Serve as a liaison between the school districts, high schools, and employers.
- Coordinate connecting activities between school-based and work-based learning.
- Coordinate the development of school-based and work-based competencies.
- Recruit new businesses and organizations to provide quality work-based and school-based learning opportunities for students.
- Maintain lists of businesses/industries willing to participate in work-based learning.
- Prepare and submit required reports and other documents.
- Assist in screening, interviewing, and selecting qualified students for work-based learning experiences.
- Assist in coordinating Internships, Job Shadowing, Service Learning, and other Work-Based Learning programs offered through the school district that relates to worksite learning.
- Communicate/visit business and industry on a regular basis.
- Disseminate information on Work-Based Learning programs to employers, parents, teachers, students, and counselors.
- Assist with curriculum development and integration of technical and academic education.
- Attend various meetings of school personnel and employers.
- Prepare, review, and edit written materials as needed for correspondence, brochures, and agendas.
- Maintain an inventory of supplies and materials to support the Work-Based Learning program.
- Provides case management for the youth enrolled in the program.
- Refers the youth to school, district, and community resources.
- Documents contact and services-provided in CalJobs.
- Maintain professional development by participating in national and state organizations/associations, and attending conferences related to work-based learning.
- Other duties as assigned by the program coordinator.
- Reports to the program coordinator on progress and challenges.

### **DESIRABLE QUALIFICATIONS:**

- A combination of training and experience equivalent to a BS or BA within the social sciences, education, and/or experience working with youth

- Ability to develop effective working relationships with staff, students, parents and the school community.
- Ability to operate standard office equipment, including computers, related software and database programs.
- Ability to communicate clearly and concisely.
- Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**Licenses and Certificates:**

- Bachelor of Science/Bachelor of Arts
- A valid California driver's license.

MT. DIABLO UNIFIED SCHOOL DISTRICT (\$20 Flat Hourly Rate Salary Schedule) 10/26/16