

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: COORDINATOR – OYA WORK BASED LEARNING (WBL)**

**BASIC FUNCTION:**

Under the direction of assigned supervisor, supports the Opportunity Youth Academy (OYA) administration in planning, organizing, coordinating and implementing a comprehensive work-based learning continuum with scalable practices for participating partners; works with school and community partners to support and deliver successful program objectives. Designed to bring industry together with schools and youth service organizations, the goal of this position is to enhance education and employment outcomes for OYA students. The position will focus on increasing internships, mentor-matching opportunities, and other work-based learning experiences for students and young adults, including opportunities in career awareness, career exploration, and career preparation.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate and collaborate with SCCOE departments in joint community partnerships employment training and opportunities.

Functions as the primary contact for schools, community organizations, intermediaries and employers.

Helps refine and promote standards of practice and operational procedures related to work-based learning activities among all staff.

Implements the continuum of WBL experiences defined in OYA WBL Continuum.

Formulates replicable and adaptable policy and procedure frameworks.

Assists with marketing WBL opportunities, including Job Shadows, Mentorships, and work place tours, and career exploration activities to students and young adults, parents, teachers and staff.

Provides training for school and community professionals as necessary on work-based integration, work readiness skills, WBL guidelines and career-ready standards.

Inputs, manages, and synthesizes youth, school and community performance data using to ensure accurate program reporting.

Prepares and submits required monthly and quarterly reports and other documents as requested.

Works directly with different teams including the Earn & Learn Intermediary Team members to develop, identify and support employer engagement in WBL opportunities.

Conducts coordinated employer outreach around WBL experiences.

Convenes meetings to assess WBL results and ongoing needs, leverages successful practices, and exchanges information from employers and schools to inform work-based learning development and curriculum.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

Basic elements of systems of support including management, communication and outreach, monitoring of programs/initiatives, and collaboration with multiple constituents;

California Child Labor Laws;

Requirements for Apprenticeship and Internship Programs;

Regional priority sector labor workforce needs;

Experience in the planning, organization, coordination and implementation of the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area;

Oral and written communication skills;

Basic budget preparation and control;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Public speaking techniques;

Instructional standards related to CTE.

**ABILITY TO:**

Meet and communicate effectively with community college partners, community and industry partners, staff, parents and students;

Speak effectively and deliver presentations to businesses, community and industry partners, trade schools, and community colleges;

Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation and vocabulary with superior proficiency;

Plan and monitor a budget making accurate mathematical, financial and statistical computations;

Recruit, train, motivate and monitor students during job shadowing, apprenticeships, and internships;

Operate a computer and other general technology to effectively present and deliver trainings, and presentations;

Maintain student records;

Understand and carry out oral and written instructions;

Establish and maintain effective relationships with those contacted in the course of work;

Ability to schedule activities, meetings, and/or events;

Work with data utilizing defined processes.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;  
Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**Education and Experience:**

Any combination equivalent to master’s degree in education or related field and Master’s degree from an accredited college or university in education or related field

**Licenses and Other Requirements:**

Valid California Multiple or Single Subject Teaching Credential, or valid Pupil Personnel Services (PPS) Credential  
Valid Administrative Services Credential\*  
Valid California Driver’s License

\*Applicants enrolled in an Administrative Services Credential program may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work  
Evening or variable hours to attend meetings or conferences  
Travel as needed

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials  
Sitting or standing for extended periods of time

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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

- Revised 7/6/22: Designated subjects vocational credential or CTE credential at the secondary level changed from required to preferred
- Revised 8/15/22: Designated subjects vocational credential or CTE credential at the secondary level-preferred removed
- Revised 10/10/22: Licenses and Other Requirements updated to include *applicants enrolled in an Administrative Services Credential program may be considered.*