

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER-WORK BASED LEARNING (GRANT FUNDED)

BASIC FUNCTION:

Under the direction of the CTE Coordinator, the Work Based Learning Manager will support the CTE Coordinator in planning, organizing, coordinating and implementing CTE within the K-12 schools including related college and career readiness initiatives. This position will work within the college and career readiness structure and system of support for Santa Clara County districts and work with eligible high school students supporting the expansion of work-based learning opportunities for all students across Santa Clara County.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Works with the CTE/College and Career Readiness Professional Expert to recruit potential business partners for work opportunities; oversees and coordinates data in the Earn and Learn platform for WBL; coordinates with Earn and Learn Connector personnel to update and manage data and industry connections.

Assists interested priority sector businesses in implementation of apprenticeship programs as outlined by WIOA (Workforce Innovation and Opportunity Act) and supported by K12 SWP (K12 Strong Workforce Program).

Supports District Work Experience Programs and Internship opportunities; recruits new business and organizations to provide quality work-based learning opportunities for students in coordination with district program/student needs.

Partners with the Youth Employment Opportunity Program and their subsidiaries to assist in WBL.

Coordinates and collaborates with SCCOE departments in joint community partnerships employment training and opportunities (Foster and Homeless Youth, Alternative Education, Special Education, and CTE).

Attends and participates in a variety of meetings, task forces, seminars, in-services and conferences as directed; presents materials and information concerning CTE and related services; assists with coordinating meetings, conferences and special events and activities as required.

Participates in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services; assists with implementing and administering grants and assuring compliance with related requirements as directed; prepares proposals and assist with developing and maintaining contracts as required;

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

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;
Education and the role of WBL in the K12 as related to CTE and Science, Technology, Engineering, Arts, and Math (STEAM);
Requirements for Apprenticeship and Internship Programs;
K12 Strong Workforce Program and 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:

Supervise and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies, and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities;
Maintain current knowledge of legal requirements and changes to laws;
Operate a variety of audio-visual, office and instructional equipment.

EDUCATION AND EXPERIENCE

Master's degree from an accredited college or university in education or related field.

LICENSES AND OTHER REQUIREMENTS

Valid Administrative Services Credential or be currently enrolled in a University program which grants the Administrative Intern Credential
Valid California Teaching Credential authorizing teaching at the secondary level and/or a designated subjects vocational credential or CTE credential at the secondary level
Valid California driver's license

WORKING CONDITIONS

ENVIRONMENT

Office environment ^{SEP}

Driving a vehicle to conduct work

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

Approved: Anisha Munshi 6/3/2020
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 5/27/2020
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools