

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Work-Based Learning	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	1986	WORK YEAR:	12 Months
DEPARTMENT:	Linked Learning	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director III, High School Reform Initiatives	CABINET APPROVAL:	04-22-14

BASIC FUNCTION:

Plan, develop, organize, execute, coordinate, and evaluate the District’s Work-Based Learning (WBL) plan and program. Ensure the WBL plan complements and supports SCUSD student achievement initiatives including Linked Learning, Common Core, Next Generation Science Standards, and Graduate Profile and Graduation Requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Convene the relevant stakeholders and coordinate the planning, development and implementation of a District Work-Based Learning advisory which includes business partners, community based organizations, institutes of higher learning, and vocational education programs to assist and advise the District in creating and implementing the WBL plan including the sequential “continuum” for WBL collage and career experiences, District and site based goals, and continuous improvement benchmarks. **E**

Provide the structural framework, training, and technical assistance to all high school pathways and school sites in their implementation of the District WBL plan. **E**

Build capacity of pathway and site staff to develop and coordinate strategic partnerships with businesses, community based organizations, and institutes of higher learning to create and manage WBL opportunities for their students and resources for their schools. **E**

Develop, lead, support, and provide quality professional development to District and site based WBL Specialist. **E**

Direct and evaluate the linkage between District staff, school site staff, students, businesses and community based organizations who deliver the sequential continuum of work-based learning opportunities for SCUSD students; initiate these groups to collaborate and create standards based projects and experiences that connect student classroom learning with real world problem solving and professionals. **E**

Train and supervise the performance of assigned staff. **E**

Assign and review the work of staff. **E**

Assist, advise, connect, and assume a position of leadership in regional business organizations and consortia. **E**

Support and further gain SCUSD interests while functioning as a liaison with other WBL programs, the Sacramento County Office of Education, the Department of Education, and other entities with interests that may complement or compete with those of the District. **E**

Represent SCUSD at WBL conferences, workshops, and meetings with business and education leaders as needed. **E**

Research best practices in similar schools and districts to assess and continuously improve the SCUSD WBL program; communicate best practices to all stakeholders and facilitate the constant improvement of SCUSD capacity to deliver sequential WBL experiences to all students. **E**

Coordinate the development, use, and maintenance of an up-to-date WBL database to provide information about ongoing WBL activities; evaluate and recommend third party systems where appropriate. **E**

Create and maintain an information system to inform and evaluate the effectiveness of District WBL programs including monitoring, recording, and reporting student progress through the continuum of WBL experiences. **E**

Collect and analyze data; prepare and submit progress and/or evaluation reports as required. **E**

Provide direct assistance to employers with WBL program development and act as a primary point of contact for employers with project issues, concerns, needs and interactions with schools, teachers, and students as needed; build capacity of the local/ regional organizations to support and sustain a SCUSD program of WBL. **E**

Secure, monitor, and coordinate grants designed to improve WBL and Linked Learning in the District. **E**

Work strategically with leadership in middle and elementary schools to create a pipeline of students into high school programs who have participated in WBL career awareness events. **E**

Ensure compliance of the SCUSD WBL program with state and federal regulations. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Linked Learning. **E**

Perform related duties as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and at least five years of experience creating and delivering Work-Based learning experiences to high school students in career themed Small Learning Communities, Linked

Learning Pathways, or California Partnership Academics. At least five years of experience forming and managing employee and community teams with related administrative, budget, and supervisory duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, policies, and objectives of Linked Learning.
Planning, organization, and direction of district programs relating to work-based learning.
Database systems and data management.
Computer software applications.
Statutes and regulations governing student interactions with professionals and businesses.
Budget preparation and control.
Applicable state and federal laws, codes, policies, regulations, and procedures.
Interpersonal skills relating to business and education interactions.
School district organization, operations, policies, regulations and procedures.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.
Oral and written communications skills.

ABILITY TO:

Plan, organize, and coordinate the Work-Based Learning programs of a school district.
Establish and maintain effective working relationships with staff, partners, and the community.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Recognize and capitalize on opportunities.
Rapidly analyze situations accurately, adopt, and communicate an effective course of action.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical reports.
Communicate effectively, both orally and in writing, to a variety of audiences.
Read, interpret, apply and explain standards, rules regulations, policies, and procedures.
Work independently with little direction.
Plan and organize work to meet schedules, timelines, and deadlines.
Operate computer related software.
Meet State and District standards of professional conduct as outlined in the Board Policy.
Complete assignments successfully with a minimum of direction and supervision.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Prepare and deliver presentations.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer

monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed.D., Interim Superintendent

Date