

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Linked Learning Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9683	WORK YEAR:	12 Months
DEPARTMENT:	Linked Learning	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: REVISION:	06-30-10

BASIC FUNCTION:

Perform diverse, specialized office duties to support the development of a district-wide Linked Learning system, and act as a first-point-of-contact for the business and industry Work-Based Learning partners.

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.)

Interface with district departments to research and develop processes and procedures for Work-Based Learning that provides for proper student documentation in the areas of attendance, liability, high school credits, etc. **E**

Prepare for and attend meetings with Linked Learning assigned supervisor; provide agendas, minutes and other documents as needed. **E**

Interact with business and industry partners at a professional level that is commensurate with the expectations of business and industry members; develop and maintain a database of business and industry partners. **E**

Anticipate and solve problems and issues before they negatively impact the Sacramento City Unified School District Linked Learning system. **E**

Provide support for the development of Career and Technical Education (CTE) standards-based curriculum that provides Work-Based Learning (WBL) opportunities for students. **E**

Assist in the identification of student WBL opportunities such as: guest speakers, job shadows, and industry internships. **E**

Assist in the establishment of a WBL system that matches WBL opportunities with the appropriate industry sector and career pathway. **E**

Develop and provide Linked Learning staff development for pathway teachers and school administrators in appropriate use of Work-Based Learning and proper interaction with Work-Based Learning business and industry partners. **E**

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**

Develop and provide Work-Based Learning training for business and industry partners. **E**

Assist with the development of Linked Learning, CTE, and Work-Based Learning marketing materials. **E**

Collect data and documentation as required by grantors. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; compose reports independently, and prepare letters, memos, forms, and other documents as required; operate standard office equipment; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of clerical experience in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of Linked Learning.

Principles of Work-Based Learning.

Career Technical Education standards and policies.

Business and community resources.

Industry sectors and career pathways.

District organization, operation, policies, and procedures.

Policies and objectives of Linked Learning.

Applicable sections of the State Education Code and other applicable rules, regulation, and laws.

Record-keeping techniques.

ABILITY TO:

Perform independent, specialized duties and act as a point of contact for business and industry partners.

Communicate effectively, both orally and in writing.

Operate a computer and related software to maintain records and prepare reports.

Utilize interpersonal skills using tact, patience, and courtesy.

Take notes at meetings and transcribe minutes accurately.

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

Research, analyze, compile and verify data, and prepare reports.

Analyze situations accurately, and adopt an effective course of action.

Establish and follow procedures in accordance with district policies.

Establish and maintain cooperative and effective working relationships with others.

Lift light objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

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, 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 light objects.

SAMPLE HAZARDS:

Contact with frustrated or abusive individuals.

NOTE: This is a grant-funded position for one year only.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date