

# PLEASE POST



**Tri-Valley Regional Occupational Program**  
 1040 Florence Road, Livermore, CA 94550  
 Phone - 925-455-4800, Fax - 925-449-9126  
*Julie Duncan, Superintendent*

## CONTRACT POSITION ANNOUNCEMENT

TITLE:	<b>Work Based Learning Coordinator</b>
WORK SCHEDULE:	Up to 30 hours per week, schedule negotiable
LOCATION:	Tri-Valley ROP
DATE POSTED:	September 13, 2019
EMPLOYMENT DATES:	October 1, 2019 - June 15, 2020
SALARY RANGE:	Grant Funded, Temporary, Contracted Position, \$85 per hour
APPLICATION PROCEDURE:	<p><b>If you believe you are qualified for this position and are interested in applying, Email your completed Classified application (available at <a href="http://www.tvrop.org">www.tvrop.org</a>), letter of interest, resume, three letters of current professional reference to: <a href="mailto:jobs@tvrop.org">jobs@tvrop.org</a> or mail to: Tri-Valley ROP, Human Resources, 1040 Florence Road, Livermore CA 94550</b></p> <p style="text-align: center;"><b>INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED</b></p>

### General Description:

The Work-Based Learning Coordinator will work with Tri-Valley staff from the member school districts, Las Positas College, and Tri-Valley Regional Occupation Program (TVROP) and engage with the local business community to expand and enhance career/work experience opportunities, including but not limited to internships/mentoring programs and community classroom placements.

### Performance Responsibilities:

The Work-Based Learning Coordinator will collaborate with Dublin Unified, Livermore Valley Joint Unified, and Pleasanton Unified School Districts and Tri-Valley Regional Occupational Program staff, counselors, college and career specialists, and administrators to develop and expand quality work-based learning activities for students and staff across the Tri-Valley's programs.

- Develop and implement a plan to enhance and expand CTE program's work-based learning activities, through collaboration with business and industry.
- Develop and expand employer sites, assisting work-site mentors in developing positions, developing training materials, facilitating and training mentors, and assisting in the coordination of internships.
- Coordinate with the Counselors and the College and Career Specialists to provide career education and job preparation activities to assist with successful placement into the workforce.
- Provide outreach to employer sites to provide internship opportunities for students and externship opportunities for staff.
- Work with employers to expand awareness of the talent pool and abilities of Tri-Valley secondary students.
- Participate in staff development activities to enhance academic integration.
- Facilitate and lead training for mentors.
- Create, coordinate, and capture student experiences in the workplace and community and compile data required for district, regional, and state reports.
- Develop measurement tools to determine student success, as well as student follow-up reports.
- Support with the marketing of program offerings, highlighting student and programmatic successes.
- Possess and maintain a working knowledge of industry expectations for curriculum and equipment.
- Present to students, staff, parents, and the business community to promote internship and other work-based learning opportunities.
- Participate in mandatory advisory committee meetings and other professional development opportunities, as assigned.
- Attend and participate in employer related business events and high school/ROP functions in the community (Tri-Valley Educational Collaborative, grants meetings, etc.).

**Qualifications:**

- Exercise a high degree of judgment in completing complex tasks.
- Maintain effective interpersonal relationships.
- Communicate effectively with business and industry within assigned industry sectors.
- Work independently and cooperatively to organize and establish priorities.
- Establish and maintain effective working relationships with diverse populations including students, administration, staff, community members and public entities.
- Work collaboratively and develop significant partnerships with business and industry advisory committees, and other organizations.
- Strong planning, oral and written communication, and organizational skills.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the Tri-Valley community.
- Travel throughout the Tri-Valley as needed (mileage reimbursement provided).
- Coordinating effective work-based learning services for students, employers, and high schools.
- Maintain accurate data, records, and files.
- Use of computer programs including Word, Excel, PowerPoint, and Outlook and Google Suite.
- Working independently, organizing, and establishing priorities.
- Handling a variety of work assignments with accuracy and speed.

**Education And Experience:**

Minimum of an AS/AA Degree and a combination of education and work experience with duties relatable to industry sector experience desired.

**Terms Of Employment:**

This is a contracted, non-benefited, grant funded, temporary position for a maximum of 30 hours per week from approximately October 1, 2019 through June 15, 2020. Varied hours between 8:00 a.m. to 4:00 p.m. Monday through Friday plus activities that may include some evenings. Days and hours are negotiable.