



PERSONNEL COMMISSION

Class Code: 5298
Salary Range: 24 (C1)

SITE SPECIALIST – BUSINESS PARTNERSHIPS

JOB SUMMARY

Under general supervision, collaborate with students, families, District staff and community business partners to develop and establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; promote career awareness and internship opportunities with students and families; develop, implement, and participate in career readiness events and activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop, implement, and participate in career readiness enhancement activities at assigned high schools sites and feeder schools; schedule and coordinate pathway-aligned career events and activities; prioritize pathways based on student interest and the needs of local industry. **E**
- Collaborate with students, families, staff, and business partners to establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; assure activities align with the vision of student success at each school site and the mission, vision, and values of the District. **E**
- Build partner relationships with community businesses, public agencies, non-profits, and other organizations to develop and encourage engagement and linked-learning opportunities; recruit mentors to support early career awareness and readiness. **E**
- Develop, coordinate and participate in pathway-aligned career exploration events and activities for students based on the needs of the school and community; develop methods to increase underrepresented student participation in career-linked learning events, programs and activities. **E**
- Promote career awareness and internship opportunities with students and families; meet with students to encourage participation, identify internship opportunities, discuss professional traits and workplace etiquette, monitor student progress, and provide ongoing support. **E**
- Create equitable access to career enhancement events and activities by integrating activities into the school day; collaborate with school staff to build calendars of events for cohorts of students; provide support to school staff to integrate real-world learning opportunities and relevance into the classroom. **E**

- Identify and disseminate information regarding internship and summer program opportunities; provide application writing assistance to students; conduct mock interviews; arrange for and accompany students on a variety of field trips. *E*
- Research and identify emerging and growing industries; monitor program participation and student status; evaluate program effectiveness and recommend continuing and follow up programs. *E*
- Develop student, business, and employer feedback surveys; distribute, collect, analyze and utilize disaggregate data to develop and refine student support and recruitment strategies; record methods used to successfully implement engagement activities and scale to other sites and programs. *E*
- Communicate with District staff, administrators and a wide variety of private organizations and public agencies to coordinate and schedule events and activities, resolve issues and exchange information. *E*
- Prepare, and maintain a variety of records and files related to assigned activities; prepare a variety of narrative and statistical reports related to program activities; assist in writing grant and funding proposals. *E*
- Train and provide work direction and guidance to assigned staff and student workers; assign, schedule and review the work of staff. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend a variety of workshops, meetings, trainings and conferences; prepare and make presentations; serve on assigned committees. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Site Specialist – Business Partnerships develops and establishes structured, site-specific, needs-based career programming at assigned high school sites and feeder schools. Incumbents will design program events and activities based on the needs of the individual schools and identify internship opportunities related to the career-oriented pathways and interests of students. Incumbents will report to and work closely with the Office of Business Engagement and Strategic Partnerships to design, develop and build program sustainability and alignment across middle, K-8 and high school sites.

EMPLOYMENT STANDARDS

Knowledge of:

Career and internship development and guidance principles.

Purpose and goals of work-based learning career and technical education programs.

Economic and labor market conditions.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

General principles of child adolescent behavior and development.

Applicable laws, codes, rules, and regulations related to assigned activities.

General principles and practices of equitable access in education and career development.
Operation of a computer and assigned software.
Oral and written communication skills.
Public speaking techniques.
Research methods and report writing techniques.
Record-keeping and filing techniques.
Telephone techniques and etiquette.
Public relations techniques.

Ability to:

Collaborate with students, parents, staff, community agencies and businesses to develop career and work-based learning opportunities.
Meet individually and with groups of students to identify interests, skills, needs and goals.
Develop, coordinate and participate in pathway-aligned career exploration events and activities for students.
Build positive relationships and strengthen student engagement.
Work collaboratively as an educational team member.
Understand adolescent behavior and be a positive role model to adolescents.
Demonstrate understanding and patience toward students.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Perform general clerical duties related to program activities.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan, prioritize, and organize work.
Complete work with many interruptions.
Communicate effectively both orally and in writing.

Education and Training:

Associate's degree including coursework in education, counseling, career development or a related field. A bachelor's degree is desired.

Experience:

Two years of experience in career development, job or internship search and placement, or school-to-career programs, preferably in a high school setting.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office, school, and community environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead and above the shoulders.
Lifting, carrying, pushing or pulling objects weigh up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.