

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 808

WORK EXPERIENCE EDUCATOR, 9-12

OVERALL RESPONSIBILITY

To issue and monitor work permits for students in Modesto City Schools high schools. To provide instruction and supervision for work experience students and to assure compliance with state and federal labor codes in the businesses that employ Modesto City Schools' students.

SPECIFIC RESPONSIBILITIES

1. Operate the school program in accordance with the State and Federal laws and regulations governing Work Experience Education (WEE) and the employment of minors.
2. Train and supervise classified personnel or students assigned to the Work Experience Education Program.
3. Operate the Work Experience Education program in such a manner as to best serve the needs of the entire student population.
4. Assume the responsibility of issuing valid work permits to high school youth.
5. Assist students to develop long-range career goals and the intermediate steps necessary to reach them, including internship and apprenticeship placements.
6. Cooperate with teachers, counselors, and other members of the school staff in the selection of potential enrollees.
7. Maintain congenial working relationships with all other District Work Experience Education personnel and cooperating employers.
8. Provide related instruction and other career guidance activities for enrollees in WEE.
9. Consult with parents concerning their children when the need and appropriateness indicate positive action.
10. Participate in Work Experience Education in-service training activities, workshops, meetings, and conference.
11. Publicize and promote Work Experience Education to students and members of the school staff.
12. Participate in on-the-job supervision of students when scheduled or assigned to carry out this function.
13. Contribute to a positive program of good school-community public relations.
14. Participate in an on-going evaluation of the value and effectiveness of the Student Career Center and the Work Experience Education Program.
15. Help students to realize the importance of work to personal fulfillment and growing independence and maturity.
16. Help students to recognize that the process and content of the school's curriculum is relevant to career requirements and responsibilities.

WORK EXPERIENCE EDUCATOR, 9-12 (continued)

SPECIFIC RESPONSIBILITIES (continued)

17. Assist students in analyzing career opportunities and their requirements and compare these with personal potential and expectations.
18. Assist students with acquiring industry recognized certifications.
18. Help enrollees to realize the importance of human relations in the working world.
19. Help students to identify and participate in adult roles and responsibilities in the world of work.
20. Participate in work-based learning activities including internships, apprenticeships, and other work-based learning opportunities aligned to students' academic and personal goals.
21. Help to identify community personnel in various vocations and occupational areas who could function as resource persons in Career Center activities.
22. Assist in the clarification of laws and regulations that relate to the employment of minors to the business community.
23. Assist with the collection of data in regard to work-based learning and certifications.
24. Collaborate and work in tandem with Career Technical Education staff on securing work-based learning opportunities for students.

WORK YEAR

Basic Teacher Work Year

SALARY

Basic teacher's salary plus MTA/MCS approved stipend if possesses valid Counseling Credential or equivalent combination of education and experience in the specific assignment.

QUALIFICATIONS

Education

Valid Teaching Credential

Experience

Minimum of three years successful secondary school teaching experience.

Desirable Qualifications:

Minimum two years successful work experience outside of the field of education.

Six graduate semester units of Work Experience or Career Education.

REPORTS TO

Principal or designee

Cabinet Approved: 8/16/21

Unit Approved: 8/6/21

Board Approved: