

## Job Opening Announcement & Job Description



### Career Connected Learning Specialist (1 year position)

<b>Supervisor:</b> Executive Director Technology Services	<b>Division:</b> Student Success & Learning <b>Location/Assignment:</b> Grant and Adams Counties
<b>Salary Range:</b> \$70,000 - \$79,198 <i>Salary based on 260 day position</i> <i>Salary range dependent upon experience and expertise.</i>	<b>Conditions of work:</b> 8 hours/day 260 days per year - 1 year grant funded position <b>exempt position</b>

#### GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district students and businesses as the Career Connected Learning Specialist (CCLS) for Grant and Adams Counties. This position is based in Moses Lake, Washington. The CCLS will be responsible for the oversight, development and operation of a program that will build community partnerships to support career connected learning opportunities for students in the manufacturing sector. This grant is designed to provide students with opportunities for career exploration, awareness and preparation. Examples of career connected learning include worksite visits, job shadows, career-fairs, internships, and youth apprenticeships.

#### Qualifications:

##### REQUIRED:

- Bachelor's degree in business, communications, public relations, marketing, or education.
- Three years of related work experience interacting between community and schools.

##### PREFERRED:

- Hold or willingness to complete a Washington State CTE Teachers' certification OR
- Teaching Certificate and experience working with high school students and
- 3 years' experience building relationships between business and schools for the purpose of providing internship opportunities for high school students.

##### Skills, Knowledge, and/or Abilities:

- Demonstrated ability to collaborate with business partners.
- Current knowledge and awareness of workforce development and employment trends.
- Ability to serve as the liaison between business and schools.
- Experience managing complex projects and ability to work in a self-directed environment.
- Experience developing, managing and coordinating high quality project-based learning experiences.
- Knowledge of business internship/partnership opportunities and student interest in business.
- Ability to communicate in writing, email, conversation, and public presentations to students, educators and business community.
- Have a valid Washington State Driver's license, reliable transportation, and be willing to travel.
- Willingness to have a flexible schedule to meet the needs of businesses and students which may include evening and weekend work.

#### Timeline:

Position opens: June 7, 2018  
Position closes: June 21, 2018  
Screening & Interviews as soon as possible  
Position begins as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Develop projects in conjunction with STEM employers that can be implemented in classrooms.
- Collaborate with school administration, worksite learning coordinators as needed to ensure communication.
- Ensure career connected learning experiences are safe, legal, and in compliance with state and federal regulations.
- Assist manufacturing sector worksite mentors in developing job embedded activities that will enhance the student's content knowledge and skills, as well as their 21st century employment skills.
- Ensure learning objectives of each career connected learning experience are met through ongoing assessment and continuous improvement.
- Develop and implement services and procedures (including training materials) to manage expectations and foster communication among all partners.
- Ensure youth and adults are sufficiently prepared and supported throughout the career connected learning experience in the manufacturing sector.
- Provide professional development to educators to support high quality career connected learning experiences.
- Organize an Advanced Manufacturing Task Force to strengthen the pipeline between schools, agencies, Career Connect North Central Washington, and regional advanced manufacturing employers in Grant and Adams Counties.
- Report progress on the development and implementation of the long-term talent pipeline in advanced manufacturing. Include in quarterly reports: the commitments and actions of secondary education partners to adapt curricula, develop internship and apprenticeship
- Maintain a current awareness of manufacturing sector workforce development and employment trends.
- Make presentations to youth, educators, community based organization staff, parents, and business community to promote project-based learning opportunities.
- Participate in CTE advisory committee meetings, and Apple STEM Network work group meetings.
- Maintain current CPR/First Aid card.

**Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Executive Director Technology Services or Superintendent.

**Physical Demands**

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)