

LOS ANGELES UNIFIED SCHOOL DISTRICT
Personnel Division

Class Description
ADVISER, WORK EXPERIENCE EDUCATION

A. Job Purpose

Serves in an advisory capacity for students and as liaison between the high schools and potential employers of students in a specified geographical area of the District for the work experience education program; assists in the supervision of the work experience education program in the senior and continuation high schools within the specified area.

B. Responsible to

Associate Superintendent, Instruction or designee

C. Subordinates

None

D. Responsibilities

1. Appraises work stations and jobs for which school credit is being requested.
2. Observes student workers at places of employment and using rating scales, recommends grades for their work performance; transmits recommended grades to the appropriate senior high school work experience coordinators and continuation high school teachers.
3. Serves as liaison between the employer and school in the resolution of student problems relating to work experience education and employment placement.
4. Solicits employment openings for students attending senior high schools in the area.
5. Provides information to students and employers about the laws and regulations under which minors are permitted to work.
6. Makes special investigations and adjustments in relation to employment conditions, work behavior and attendance at work and school.
7. Assists in the collection, development and compilation of vocational, occupational and employment data for school information and use.
8. Assists senior high school work experience coordinators and continuation high school teachers in the operation of work experience education and employment placement programs.
9. Coordinates the operation of the Job Training Partnership Act (JTPA) work experience or other entry-level employment experience within the geographic area served; assists senior high school work experience coordinators and continuation high school teachers with the operation of JTPA programs.
10. Speaks to student groups about employment or other phases of vocational guidance.
11. Participates in meetings of lay and professional groups to provide information and encourage opportunities for greater local employment.
12. Integrates activities and information with other work experience coordinators and continuation high school teachers assigned to specified areas and other personnel in the Work-based Learning Unit.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Experience

Required

At least five school years of successful full-time service in a certificated position(s), and at least two years of significant work experience in business or industry.

Desirable

Experience as a secondary teacher or counselor.

NOTE: For definitions of years of service, refer to Policy Guide E23.

Knowledges, Skills, Abilities and Personal Characteristics

1. Comprehensive knowledge of the senior high school and continuation high school curriculum.
2. Understanding of vocational counseling practices, materials, techniques and resources.
3. Understanding of state and local rules and regulations governing work experience education.
4. Knowledge of federal and state laws and regulations governing the employment of minors and general knowledge of how labor organizations function in the employment community.
5. Broad understanding of employment placement methods, practices and hiring procedures in high schools, public employment offices and youth service agencies.
6. Ability to plan, organize and manage time.
7. Ability to communicate effectively with students, peers, teachers, other District personnel, parents and community representatives.
8. Ability to work effectively and cooperatively with diverse racial, ethnic, socio-economic, linguistic and disability groups.
9. Ability to compose and comprehend written communication.
10. Ability to make formal, public presentations.
11. Ability to observe and evaluate student workers, work stations and jobs.
12. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
13. Mobility to travel to other sites/locations.

Status

Permanent certificated employee of the Los Angeles Unified School District.

Credentials

A California credential or credential combination authorizing teaching at the secondary level must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Special Requirements

A valid California Driver License and the use of an automobile.