

Position: Internship Specialist

Salary Range: 29

Summary

Perform independent, specialized duties, and act as a liaison between the business community and the school by creating partnerships, establishing relationships with businesses for the expressed purpose of providing internship opportunities for students, as well as to build pathways into the world of work. Candidate must be versed in working with diverse suburban populations fostering leadership and career development.

Distinguishing Characteristics

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Essential Duties and Responsibilities

- Confer with students and their parents to ascertain needs for student experiences in the development of a clear pathway to the world of work and its associated continuing education.
- Responsible for building leadership capacity on campus; coordinate career development.
- Assist students in meeting graduation requirements by playing a key role in the students' Professional Portfolio, as well as completing the requirement for an internship.
- Act as a school liaison within the community to access business and community partners, form strategic alliances, and expand the network of business and community contacts for the expressed purpose of establishing student internships.
- Develop collaborative relationships with school, business, and community partners through regular meetings and ongoing communication.
- Assist in the identification of internships, mentors, job-shadow opportunities, industry presenters, work-based learning, and community classroom opportunities for the school.
- Provide ongoing support for staff development for teachers with respect to students' career pathway.
- operate a computer and related software to maintain records and prepare reports; submit monthly activity reports to staff
- Identify and access additional funding sources to support the school's Internship program.
- Remain current concerning trends and practices related to assigned duties by attending conferences, reading journals/papers, joining professional associations, taking courses, and attending workshops.
- Be trained in the model or methodology of the school or program.
- Perform related duties as assigned.

Qualifications

- **Knowledge and Skills**

- Basic principles of education entrepreneurship.
- Business partnership acquisition and internship opportunities.
- Business and community resources.
- District organization, operations, policies, and procedures.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable rules, regulations, and laws.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping techniques.
- Oral, written, and public speaking skills.
- Operation of a computer and related software.

- Health and safety regulations.

- **Abilities**

- Perform the basic function of the position.
- Act as a catalyst for change.
- Create business partnerships and the establishment of student internships.
- Work with diverse suburban populations.
- Conduct resource mapping of services.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Lift light objects according to safety regulations.
- Prepare and deliver presentations.
- Operate a computer and related software to maintain records and prepare reports.
- Meet state and district standards of professional conduct as outlined in Board Policy.

- **Education and Experience**

- High School diploma or equivalent required. Proven a capacity for fostering relationships within the business community, family networks, and schools. Bachelor's degree preferred.

- **Licenses and Certificates**

- Valid California driver's license; provide personal automobile and proof of insurance.
- First Aid/CPR training may be required

- **Working Conditions**

- **Sample Environment**

- Office and school environment; drive a vehicle to conduct work. Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve files from cabinets and shelves; hear and speak to make presentations, and exchange information in person or on the telephone;

- **Sample Physical Abilities**

- Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.