

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – OYA WORK BASED LEARNING (WBL)

BASIC FUNCTION:

Under the direction of assigned supervisor, supports the Opportunity Youth Academy (OYA) administration in planning, organizing, coordinating and implementing a comprehensive work TJ0.002 Tc 0.14 Tw 0 -

Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

Education and Experience:

Any combination equivalent to master’s degree in education or related field and Master’s degree from an accredited college or university in education or related field

Licenses and Other Requirements:

Valid California Multiple or Single Subject Teaching Credential, or valid Pupil Personnel Services (PPS) Credential
Valid Administrative Services Credential*
Valid California Driver’s License

*Applicants enrolled in an Administrative Services Credential program may be considered.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings or conferences
Travel as needed

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time

DocuSigned by:


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Approved: Larry Oshodi
Assistant Superintendent-Personnel Services

Date

- Revised 7/6/22: Designated subjects vocational credential or CTE credential at the secondary level changed from required to preferred
- Revised 8/15/22: Designated subjects vocational credential or CTE credential at the secondary level-preferred removed
- Revised 10/10/22: Licenses and Other Requirements updated to include *applicants enrolled in an Administrative Services Credential program may be considered.*