

**Corning Union High School District  
Job Description**

**JOB TITLE: CTE Community Liaison**

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**Salary Range:** 18

**Dept./Family:** Student Support Services

**Immediate**

**Supervisor:**

**CUHS Principal**

**Approved:**

**Board of Trustees**

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**DEFINITION:**

Under the general supervision of the CUHS Principal, serves as an integral part of the Career Technical Education Program, to perform a variety of clerical support, build and establish relationships with community members and businesses, transport students to and from their worksite. May exercise functional and technical supervision; oversee students, student assistants, and community volunteers, as directed.

**ESSENTIAL FUNCTIONS:**

- Transports students to and from their assigned work placement
- Serves as a liaison between CUHSD and local Community Businesses to establish Work Based Learning partnerships
- Attends and Provide district representation at business community events.
- Assist in facilitating job shadow and internship opportunities for CUHS students at community businesses

**ENVIRONMENT:**

- Work is performed in an indoor and outdoor environment and may be subject to constant interruptions.

**PHYSICAL ABILITIES:**

- Ability to sit for extended periods of time.
- Ability to stand, sit, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of time.
- Dexterity of hands, fingers to operate a computer and office equipment, sitting and standing of extended periods of time and seeing, hearing and speaking to exchange information in person and on the phone.

**REPRESENTATIVE DUTIES:**

- Communicates with a variety of stakeholders regarding Work Based Learning
- Attends business community events
- Creates newsletters, information packets, and correspondences.
- Assists with job shadowing experiences, Work Based Learning placements, and internship opportunities that complement students' career pathways.
- Transports students to and from their assigned work placement.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation.
- Operate computers, printers, copiers, laminators and other office equipment as needed.
- Working independently or as a team member.
- Assessing and prioritizing multiple tasks, projects and demands.
- Demonstrate an understanding, patient and receptive attitude towards students.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of student and school information.
- Understand and follow oral and written instructions.
- Knowledge of essential elements of a successful Work Based Learning Program.
- Communicate effectively with Work Based Learning partners.

### **QUALIFICATIONS:**

- One year of clerical and computer experience, including some experience with public relations or related field.
- Some experience working in an organized education setting is desirable.
- A high school diploma or GED; some college preferred.
- Bilingual preferred

### **LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid California driver's license.