



PERSONNEL COMMISSION

Class Code: 0471
Salary Range: 104 XC

WORK EXPERIENCE STUDENT

JOB SUMMARY

Under close supervision, perform a variety of entry-level duties as part of the student's instructional or vocational goals under the sponsorship of the Workforce Innovation and Opportunity Act (WIOA) or Long Beach CALL (Collaborative to Advance Linked Learning) programs; perform related duties as assigned.

EXAMPLES OF DUTIES

- Complete a job application and successful interview before being placed in a work-based learning assignment. **E**
- Attend pre-employment skills training classes or orientation sessions as assigned. **E**
- Perform basic or entry level duties for a private or public sector employer. **E**
- Adhere to employer contracts and work experience work rules. **E**
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Work experience programs are designed to provide students with on-the-job-training and course instruction in order to attain employability. The goal is to help students from diverse backgrounds develop personal and professional skills that will help them attain success in academia and in the workforce. Students engage in professional learning and skill-building through career-technical training in school and work-based learning.

A Work Experience Student is enrolled in the Long Beach School Unified School District, exempt from employment in the classified service as a full-time student working part time (Education Code 45256), and meets the Fair Labor Standards Act for school administered work experience and career exploration programs.

EMPLOYMENT STANDARDS

A Work Experience Student must meet the standards established by the worksite employer and applicable laws related to the employment of minors.

Knowledge of:

Basic standards of employment.
Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Learn and apply approved procedures in performing assigned tasks.
Communicate effectively both orally and in writing.
Work cooperatively with others.

WORKING ENVIRONMENT

Varies according to the work site but may include:

Office environment.
Indoor or outdoor work environment.

PHYSICAL DEMANDS

Varies according to the work site but may include:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling objects weighing up to 25lbs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.