



METROPOLITAN EDUCATION DISTRICT (MetroED)
HUMAN RESOURCES
760 HILLSDALE AVE.SAN JOSE, CA 95136

Program Representative

November 16, 2021
Position Control #: 142236

- WHO MAY APPLY:** District is seeking an enthusiastic, high-energy person to be part of the MetroED, Silicon Valley Career Technical Education Team. See attached job description.
- SALARY:** Classification: CSEA Classified Position
Range 28 - \$4,015 - \$5,125 per month
- SCHEDULE:** Full time – work year 10.25 months / FTE: 1.0
Monday – Friday / 7:00am – 4:00 pm
- LOCATION:** **MetroED – Silicon Valley Career Technical Education Office**
760 Hillsdale Ave, San Jose, CA 95136
- REQUIREMENTS:** **Education:** Bachelor’s degree or equivalent training and/or experience preferred
- Experience:** Three (3) years of experience in areas related to the program assignment
- REPORTS TO:** Principal of SVCTE or Designee
- DEADLINE:** December 1, 2021
- START DATE:** ASAP
- HOW TO APPLY:** Visit www.edjoin.org and submit: a cover letter, a resume and 3 current (within 1 year) letters of recommendation.
- CONTACT:** Susan Nakahira – Human Resources Analyst at (408) 723-6435
snakahira@metroed.net
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**MetroED is an Equal Employment Opportunity Employer and
a Joint Powers Agency Background investigation will be
conducted**

Education Code: 200-262.4 / Metropolitan Education District
BP: 0410

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal
Classification:	Classified; CSEA bargaining Unit
Date Approved:	11/14/2001, 10/27/2015
Dates Revised:	
Position Control:	142236, 142237, Salary Schedule 2, Range 28, 10.25 Month Work Year

POSITION DESCRIPTION:

Under the limited supervision of a designated supervisor, provide assistance to administrative personnel for providing customer support to MetroED's Districts and business and community organizations regarding educational programs and services. This includes student recruitment, program liaison activities and general support of unit or District programs.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Plans, prepares and implements activities for recruitment of students
- Arranges and conducts tours, open houses and other events
- Assists with program public relations and marketing
- Represents the District at public events and educational fairs
- Meets with and provides educational information and assistance to students, parents, counselors, school administrators and business, industry and community organizations
- Assembles and distributes program informational materials
- Helps research funding sources
- Conducts surveys and prepares reports as requested; attends meetings
- Acts as liaison for program administrator
- Performs related work and other duties as required
- Must be willing to work flexible schedule that may include evenings

EMPLOYMENT STANDARDS:

Knowledge of:

- MetroED educational programs and class offerings
- Class scheduling
- MetroED Districts and staffing
- Current office procedures and practices
- Method of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Public relations techniques
- Knowledge of computers; telephone techniques
- Ability to work on a variety of tasks simultaneously
- Maintain cooperative relationships with coworkers
- Use common courtesy in the course of duties

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EMPLOYMENT STANDARDS (continued):

Ability to:

- Effectively and enthusiastically represent the District and its programs
- Conduct effective presentations with small or large groups
- Create and maintain relationships with MetroED customers
- Work a flexible schedule, which may include evenings and occasional Saturday or Sunday
- Communicate clearly in oral and written form
- Provide excellent customer service and follow-up
- Work effectively with students, faculty, parents, administrators and community and industry representatives
- Work with a highly diverse population
- Work with a minimum of supervision
- Work well under pressure
- Prepare and maintain accurate and complete records and files
- Gather, organize and prepare data and information
- Meet deadlines

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Three (3) years of experience in areas related to the program assignment

Education:

Bachelor's degree or equivalent training and/or experience

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____

Employee Signature