CLASS TITLE: SCHOOL-TO-CAREER SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Career and Educational Options, assist the Director in planning, coordinating and implementing School-to-Career and workplace education activities; provide curriculum support to students and District personnel; coordinate supplemental learning programs and summer school activities.

ESSENTIAL FUNCTIONS:

Assist the Director in planning, coordinating and implementing School-to-Career and workplace education activities; organize and develop career enhancing programs for students.

Provide curriculum support to students and District personnel; revise curriculum and supplemental materials as appropriate; develop School-to-Career education curriculum according to established guidelines and procedures; participate in the development of related standards and procedures.

Coordinate supplemental learning programs and summer school activities; monitor progress of summer school activities.

Assist the Career and Educational Options department with establishing and maintaining local business partners; participate in community outreach activities.

Estimate annual attendance and income for supplementary programs; review actual attendance figures and compare with projected attendance figures.

Communicate with District personnel, students, parents and the community to exchange information and resolve issues or concerns; coordinate flow of communications at secondary summer school sites.

Prepare and maintain a variety of records and reports related to assigned activities; prepare various catalogues and indexes for faculty use; prepare various brochures, manuals and forms as assigned.

Attend and participate in assigned meetings, in-services and committees; coordinate and participate in Career and Educational Options meetings and a variety of special events.

Initiate requisitions and perform related accounting duties as assigned; estimate expenditures as needed.

Operate a variety of office equipment including a computer and assigned software.
Disseminate information and applications related to grants.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Policies and procedures of School-to-Career and workplace education activities.
- District curriculum and instructional programs.
- Organization of supplemental learning programs and summer school activities.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of standard office equipment including a computer and assigned software.

**ABILITY TO:**
- Assist the Director in planning, coordinating and implementing School-to-Career and workplace education activities.
- Provide curriculum support to students and District personnel.
- Coordinate supplemental learning programs and summer school activities.
- Communicate effectively both orally and in writing.
- Learn District organization, operations, policies and objectives.
- Learn department and program objectives and goals.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.
- Operate standard office equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information.
- See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor’s degree and three years secondary classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Secondary Teaching Credential with major in a vocational subject area.
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.