

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **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.