

ORANGE UNIFIED SCHOOL DISTRICT

CAREER GUIDANCE TECHNICIAN/JOB PLACEMENT WORKABILITY PROGRAM

DEFINITION

Under direction – works closely with professional staff and acquires job and placement information for students in the Workability Program; acquires printed audio-visual materials about careers and vocations for student use and reference; performs typing, records work, filing, and general clerical duties; and does related work as required or assigned. Offers assessment, training and assistance in finding employment (both subsidized and non-subsidized) for secondary special education students.

Major Duties and Responsibilities

Meet prospective employers; confer with special education teachers; interview students; offer vocational assessment and pre-employment counseling; administer vocational tests/score tests; review test results with teachers and students; job placement of students; prepare personnel packets and assist students in completing forms; follow-up on students' progress at sites; collect time cards and deliver paychecks; track students' hours and wages paid to meet Program guidelines; and complete miscellaneous reports and correspondence.

Periodic Duties

Weekly: Attend staff meeting to discuss status of program, teacher requests and concerns, and set goals for upcoming weeks and months.

Monthly: Collect time-cards, deliver paychecks, inform Payroll of subsidized students, and up-date students' hours and wages on spreadsheet.

Annually: Prepare end-of-year report and narrative to the State Workability Program. Complete applicable forms for each working student. Follow-up on the previous two-year student "leavers" as required to meet State grant requirements. Set goals and objectives for the new school year.

Contact with others within and outside the school district:

Special Ed. Teachers: to coordinate testing and pre-employment training and student referrals.

High School Career Centers: to schedule testing times, and update job resources.

Personnel/Payroll Depts.: to process paperwork for newly hired students.

R.O.P.: to obtain information on enrolled Special Education students and check on availability of vocational classes.

Private Employers: to locate job sites for students and follow-up on their progress.

Assessment Materials Companies: to keep current on vocational assessment materials.

General Office Duties

Types letters, reports and forms; maintains accurate records and files; schedules appointments and conferences; composes some correspondence and compiles data for reports; attends meetings, workshops and inservice training sessions; learns and applies specialized office procedures and programs; may assists with scheduling, testing, registration and general counseling work.

Organizational Responsibilities:

Maintain records of all students employed and assessed;

Maintain all payroll records for employed students and list of wages and hours;

Maintain listing of prospective employers;

Do end-of-year reports.

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QUALIFICATIONS

Training and Experience – Equivalent to graduation from high school

A good work history, including two years of experience involving direct and heavy personal contact responsibilities, such as in personnel training, tutoring, human relations, or similar assignments preferably in a school or public agency setting.

Previous Experience: Some training/experience with teenagers and young adults, and knowledge of Special Education programs helpful.

Training Period: At least three months on-the-job training is necessary to possess the qualifications to become 90% proficient.

Equivalencies: College training in the behavioral sciences may be substituted for part of the experience. Some training or experience in dealing with students, teenagers or young adults is desirable.

Good knowledge of: English, both written and oral; arithmetic and its normal business applications;

Knowledge, skills and abilities to successfully perform the job: good organizational skills, “people” skills, assertiveness/decision making skills, knowledge of district policy and organization, knowledge of computer and software applications; ability to type, maintain accurate records and files, compose letters, and compile data, safe working methods and procedures.

Ability to: read, understand and utilize technical, procedural and instructional materials; administer and score written tests according to precise directions, and learn and operate duplicating, transcription, calculating, and similar office equipment; perceive and evaluate student needs, requests and problems and to skillfully handle them and related parent contacts with tact, judgment, and effectiveness.

Skills

Keyboarding: 40 wpm

Other Criteria:

Use of personal automobile required.

Attendance at meetings and/or travel within and out of District boundaries to attend meetings or conferences.