

**NOTICE OF OPENING**

**IN HOUSE OPENING  
CAREER EDUCATION TECHNICIAN – YOSEMITE HIGH**

**DEADLINE: June 19, 2012, 3:00 p.m.**

**Please provide an application along with a letter of intent and any documents required of this job.**

**ASSIGNMENT:**

Title and Classification:	Career Education Technician
Department:	Counseling
Terms of Employment:	9 Month, 6 hours
Hours:	8:00 a.m. – 3:00 p.m.
Supervisor:	Counselor
Salary Range:	Range 11

**GENERAL DESCRIPTION:**

Under the general supervision of the Head Counselor, shall supervise students using the Career Center and coordinate the operation of the Career Center.

**DUTIES AND AREAS OF RESPONSIBILITY:**

- Provide leadership in setting up the special activities provided by the Career Center including but not limited to Career day, Vocational Tech day, and College-R-Us.
- Coordinate with teachers to provide access to the center for educational activities.
- Maintain Career Center activity calendar for Web site access.
- Work with librarian to provide coordinated activity schedule for the adjoining areas.
- Keep all materials current and provide assistance to students using these materials.
- Coordinate community awards program and act as a liaison between the business community, students and employers.
- Perform other related duties as assigned.

**ESSENTIAL FUNCTIONS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

<u>3</u>	a.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>2</u>	b.	Ability to stand for extended periods of time.
<u>4</u>	c.	Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
<u>4</u>	d.	Ability to hear and understand speech at normal levels.
<u>4</u>	e.	Ability to communicate so others will be able to clearly understand a normal conversation.
<u>3</u>	f.	Ability to bend and twist, stoop and kneel, crawl, push, and pull.
<u>2</u>	g.	Ability to lift 50 lbs.
<u>2</u>	h.	Ability to carry 50 lbs.
<u>3</u>	i.	Ability to reach in all directions.
<u>0</u>	j.	Ability to work at heights.
<u>0</u>	k.	Ability to ascend and descend ladder.
<u>0</u>	l.	Ability to work in the elements (extreme temperatures).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills requires of personnel so classified.

**DESIRABLE QUALIFICATIONS:**

Ability To:	<ul style="list-style-type: none"> <li>Follow instructions both written and oral.</li> <li>Learn and accurately interpret District's policies and procedures related to students and support.</li> <li>Maintain confidentiality.</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>Willingness to attend training sessions.</li> <li>Familiar with Microsoft Word/Excel, Aeries and other related software programs.</li> <li>Typing skills at 40 words per minute.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Two years work experience in a school or career/business setting preferred.</li> </ul>
Education:	<ul style="list-style-type: none"> <li>High School Diploma or G.E.D. Preferably supplemented by additional specialized preparation.</li> <li>First Aid and CPR Certification preferred.</li> </ul>
Interpersonal Skills:	<ul style="list-style-type: none"> <li>Enjoys working with young people</li> <li>Professional demeanor</li> <li>Deals effectively with the public</li> <li>Willingness to take direction</li> <li>A team player</li> </ul>
Organizational Skills	<ul style="list-style-type: none"> <li>Reliability</li> <li>Takes the initiative</li> <li>A self-starter</li> <li>Ability to follow-through on an assignment and handle more than one task at once.</li> </ul>
Required:	<ul style="list-style-type: none"> <li>Possess a valid California Drivers License.</li> <li>Finger Printing</li> <li>Must pass District Proficiency test within three years of application.</li> <li>TB Test</li> <li>Mandatory Agency Shop</li> </ul>

**EVALUATION:**

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

**ACCOMMODATION:**

Yosemite Unified School District is an "Equal Opportunity Employer" and does not discriminate on the basis of race, color, national origin, sex, or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential function of the job.