

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2004
RANGE: 38.0
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED
CODE: NONE**

CAREER ASSOCIATE

DEFINITION

Under direction of the Career Development Specialist, the Career Associate will conduct interviews with students, maintain files and records, assist in recruitment and selection of students on the job and track their progress while enrolled in school and the program.

EXAMPLES OF DUTIES

Schedule and interview students who are seeking employment and complete required intake forms and payroll documentation:

Learn, understand and utilize Federal and State guidelines in order to determine the program eligibility.

Establish and maintain student personnel files and use the computer to track student performance and progress.

Assist in the selection and placement process of students for paid and unpaid work experience, community service activities, leadership building activities, and for special events and activities to build career awareness and job skills.

Complete enrollment and exit paperwork, prepare certificates of completion and monthly reports.

Conduct follow-up activities and file quarterly follow up reports.

Assist in the recruitment process for locating and providing employment services for high school drop-outs and assist these youth to re-enroll in school.

Assist to provide career and workforce development information and services for parents, school personnel and students:

Order, organize, restock and disseminate career and workforce development curriculum, workbooks, binders, software and videos.

Assist in ordering and duplicating materials for employment workshops, specific career related courses and for special events or activities that promote career and workforce development.

QUALIFICATIONS

Knowledge of:

Knowledge of methods for organizing, storing and retrieving labor market and career information for students, parents and school personnel.

Ability to:

Ability to generate and maintain files utilizing a computer;

demonstrate basic competence in Excel and Microsoft Word;

effectively communicate orally and in written format with diverse student populations, as well as with disenfranchised youth or school drop-outs, parents, school officials, probation officers and other program support staff;

use modern office methods, equipment and computers;

use effective oral and written communication skills.

Experience:

Clerical experience that includes working with computers.

Experience working with students K-12.

Education:

High school diploma or equivalent.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

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