

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2000
RANGE: 43.0
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED
CODE: 2

CAREER TECHNICIAN I

DEFINITION

Under minimal direction, the Career Technician I will develop and maintain a computerized database;

develop and maintain a database which will coordinate efforts between business and education in the areas of job shadowing, mentoring, fieldtrips, internships, and classroom speaking.

EXAMPLES OF DUTIES

Serve as a coordinator between business and educational activities specified through the database information;

maintain a database for an employer network;

maintain computerized records and files;

communicate with the public (students, parents, educators, business and community representatives) effectively using the computer (e-mail, Internet and word processing software);

maintain appropriate financial records;

assists with expenditure control procedures;

attend meetings and conferences promoting School-to-Career concepts;

assist as necessary in the coordination of needed meetings and inservices;

develop, maintain, and merge mailing lists for large mailing projects and workshops;

coordinate the School-to-Career calendar of events;

conduct workshops on job preparation skills for teachers and students;

conduct workshops on the effective usage of the database;

and assist as needed.

QUALIFICATIONS

Knowledge of:

Employment practice, local business and education needs regarding connecting activities;

methods for organizing, storing and retrieving career information to students, the business community and school personnel;

modern office methods and equipment (including computers);

effective oral and written communication skills, correspondence and report writing.

Ability to:

Learn, interpret and apply federally funded and school district policies, procedures, rules and regulations;

generate and maintain files utilizing a computer;

demonstrate basic competence in Excel and Microsoft Word or similar applications;

effectively organize and disseminate career information to students, parents, business, and teachers;

effectively communicate orally and in written format with diverse student populations as well as with business, community and educational partners;

ability and knowledge required to serve as community/education liaison in the coordination of the established database;

conduct training inservices to other entities on the use of the database.

Experience:

Minimum of two years experience in working with pathway education development;

clerical experience that includes working with computerized databases and Internet research;

experience working with students from K-adult.

Education:

High school diploma or equivalent required including or supplemented by coursework relative to computer usage;

coursework or training in computer usage, software applications for word processing and database development and Internet research.

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.

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