

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2000
RANGE: 46.0
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED
CODE: 2

CAREER TECHNICIAN II

DEFINITION

Under minimal direction, the Career Technician II will develop necessary School-to-Career marketing documents and materials;

plan and coordinate community/education events which promote the School-to-Career concepts.

EXAMPLES OF DUTIES

Communicate with local education and business effectively utilizing the computer (e-mail, Internet and word processing software);

communicate and coordinate with local agencies;

attend meetings and conferences which enable the process of promoting School-to-Career concepts;

communicate and coordinate with local agencies;

serve as community liaison/representative for local programs, educational pathways, and community business partners;

assist with expenditure control procedures;

assist in the required documentation/reports for School-to Career activities/progress;

work closely with KCSOS technology department in the development and maintenance of a STC web site;

plan and coordinate needed workshops or inservices;

coordinate the development of curricular projects to be utilized in schools for local/state/national STC programs;

develop needed handbooks and guides;

endeavor to establish sustainability in existing STC activities and programs.

QUALIFICATIONS

Knowledge of:

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

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

modern office methods and equipment (including computers);

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

computer programs required to develop marketing materials.

Ability to:

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

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 STC activities;

conduct training inservices to other entities on STC concepts;

coordinate the development of STC integrated curriculum;

actively develop innovative projects involving K-adult students and business.

Experience:

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

experience working with students from K-adult;

working with business in STC connecting activities.

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 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.

ST:rw

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