



Santa Rosa City Schools

Classification Description

Job title:	Career Education Worker	Department:	Special Services
Reports to:	Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	10 Month
Revision(s):		Range	15

DEFINITION:

Under the direction of the Administrator, works with students to develop vocational competencies and on-the-job work experiences in the community.

QUALIFICATIONS:

Education:

High School Diploma or equivalent

Experience:

Any combination equivalent to one year of experience as an Instructional Assistant or Vocational type aide in a secondary school

License and/or other qualifications:

Valid appropriate California Driver's License

Knowledge and Abilities:

Knowledge of:

- Career needs of vocational students
- Community service agencies and resources
- Proper methods of job application and interview
- Students and their needs
- Job development
- Current office equipment and appropriate software programs
- Record keeping
- Organization of management tools

Ability to:

- Analyze situations accurately and adopt effective courses of action
- Understand the needs of students
- Perform clerical duties
- Understand and carry out oral and written instructions
- Establish and maintain cooperative working relationships with teachers, students, and community businesses contacted in the course of work
- Read and write at the level required of successful job performance
- Read and organize work independently with little supervision

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Interviews students to identify vocational needs; informs students of vocational opportunities in career planning.
2. Compiles reports; arranges for speakers; prepares vocational displays.
3. Collaborates with teachers, counselors, and administrators on individual student needs.
4. Compiles, presents, and delivers vocational information and/or job seeking skills.
5. Provides and assists students in filling out various applications, such as employment authorization packets.
6. Performs various clerical duties such as data entry, filling, answering the phone, and scheduling appointments.
7. Facilitates ongoing check-ins with students and employers while working in the community.
8. Provides resources to agencies and activities in the community.
9. Works closely with the Sonoma County Office of Education Transition Partnership Program.
10. Maintains community contacts with local businesses and employers to encourage participation in programs for students.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal vehicle
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, sidewalks
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting	X				
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)	X				
Power Grasping (ND)	X				
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.