

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	WORK EXPERIENCE TECHNICIAN
Job Family:	Student Services
Reports to:	Principal or Designee
Salary Level:	Range 26
Calendar:	Classified 12 Month

SUMMARY

Under the supervision of administration, the Work Experience Specialist acts as a liaison between the NMCUSD and the community. The role of the Work Experience Specialist is to promote the involvement of key stakeholders, including students, families, educators and agencies in planning and implementing a variety of services that will result in successful student transition to employment, lifelong learning and quality adult life. The Work Experience Specialist promotes program excellence in the area of creating seamless transition services for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop community-based trainings and work-based learning opportunities for students based on students' identified interests and needs.
- Develop and coordinate community partnerships to promote transition opportunities for students, including developing collaborative working relationship with local community agencies that support transition for all students, including those with disabilities. This includes but is not limited to local community colleges, universities, the general work force, and Department of Rehabilitation.
- Assist educators in screening and preparing students for work placements within the District and in the community.
- Monitor and evaluate students on the job, plan and coordinate student performance evaluations.
- Observe target students in a variety of setting for purposes of both data collection and to provide consultation to educational team members regarding curriculum and instruction related to transition plans.
- Design and monitor a variety of assessment systems to document student needs and progress.
- Instruct students in pre-employment and work skills; provide counseling and training for students in job-seeking skills.
- Drive students to interviews and possible job leads (District vehicle provided)
- Maintain records for legal and grant evaluation purposes; complete annual CDE surveys of students' post-high school status; prepare clear and concise reports.
- Monitor, maintain and verify work permit requests for eligible students.
- Perform any and all other duties as assigned by administration related to the transition planning of students.
- Perform related work as required.

REQUIRED QUALIFICATIONS

Education and Experience:

- Associates Degree or higher
- Minimum of 3 years of experience with students ages 14-21
(A comparable amount of training and experience may be substituted for the minimum qualifications.)

Special Requirements:

- Employee must possess of a valid California driver's license. When driving a school district vehicle, the employee must first sign and complete the authorization for a DMV Pull Notice.

Knowledge of:

- Effective use of both oral and written language in English.
- Basic academic knowledge and organizational ability at a level sufficient to participate in the program including knowledge of labor market needs in relation to secondary age students.
- How to interview and place students appropriately based upon student interest and preparation.

Ability to:

- Strong collaborative/consultation skills
- Excellent organizational skills
- Excellent communication and presentation skills – both oral and written
- Strong interest in innovation and ability to take initiative
- Demonstrated ability to work effectively as part of a team
- Demonstrate personal warmth, enjoy working with students and the business community, be reliable and adaptable, and have the ability to relate with students with a variety of needs.

DESIRED QUALIFICATIONS:

Ability to communicate in Spanish, both orally and in writing

WORKING CONDITIONS:

Physical Requirements:

Significant standing, walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 25 lbs.

Work Environment:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018