



## Job Description

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**POSITION TITLE:** Temporary Career Readiness Technician  
One.Charter Career Readiness Academy  
County Operated Schools and Programs

**SALARY PLACEMENT:** Short Term Hourly Salary Schedule  
Range 02, Step A

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### **SUMMARY OF POSITION:**

Under the direction of the program Director and Supervisor, provide education and employment services, to high-risk, credit deficient 11<sup>th</sup> and 12<sup>th</sup> grade students, necessary to transition into a career, further education/training, and adulthood. Responsibilities include: recruitment and eligibility, assessment, tutoring, workshop and event planning and facilitation, curriculum development, work-readiness training, community outreach, guidance and counseling, and record-keeping.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Possess a Bachelor's degree from an accredited college or university in a related major; education, counseling, social work, and/or career technical education. One year of experience working in career development, education, or related field.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Certificate of completion for Career Development Facilitator's training. Knowledge of administering workforce development programs: writing and evaluating career development curriculum, marketing career development programs, ability to use a laptop computer and the internet; public speaking, above average writing skills, and the ability to facilitate workshops and teach small and large groups career development curriculum. Knowledge of industry/education partnerships, employment related agencies, and any special projects that relate education and training to employment. Knowledge of career readiness policies, procedures, and regulations. Previous experience working with youth or young adults as a career developer, career center technician, career coach, or case manager in a career development or educational setting.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Demonstrate a high level of professionalism and work ethic to effectively interact with and assist individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds. Ability to carry out duties required by department and maintain client records. Ability to develop rapport with youth and young adults, their parents, the public, and agencies. Ability to work flexible hours, including evenings and weekends as needed. Ability to work closely with a team; effectively communicate with peers and supervisor, and contribute to group efforts in order to meet performance measures. Ability to handle high levels of paperwork, data entry, and client case notes using correct English written and grammar skills. Proof of valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties at sites throughout San Joaquin County (mileage reimbursement allowance provided based on availability of department funds).

**ESSENTIAL FUNCTIONS:**

1. Provide mentoring for the purpose of developing each youth's skills and ensuring success in program.
2. Meet with site staff to discuss assessment tests and identify aptitude, interest, and basic skills related to short and long-term education and employment goals.
3. Assist each youth with development of an individualized program plan, which identifies education and employment needs. Meet with each youth a minimum of 1 time a month to assist with execution of plan.
4. Set up to 3 program goals (work readiness, basic skills and occupational skills) for each student per year. Provide remediation in areas of deficiency. Guide students towards attainment through individualized instruction and referral to appropriate workshops.
5. Serve as a liaison between education institutions and employment agencies.
6. Refer youth to appropriate services and track youth progress.
7. Assist youth in placement of job shadowing and/or apprenticeship opportunities.
8. Assist youth with basic needs in order to be successful in employment and/or education; housing, food, transportation, etc.
9. Refer students for supportive services both in the one. Program and the community.
10. Tutor eligible youth in remedial reading, math, and basic skills as necessary.
11. Develop and present work readiness and education assistance workshops to include; employability skills, career preparedness, college skills, life skills, SCAN skills.
12. Plan and lead college and industry tours and annual career development events.
13. Promote occupational readiness through skill and information training.
14. Make presentations at school sites and to community service organizations.
15. Aid students in procurement of work permits, voter and selective service registration.
16. Maintain accurate records to reflect needs, goals and current progress for each student.
17. Develop and execute post-secondary and employment transition plans for each student.
18. Attend bi-weekly team meetings with site staff.
19. Provide follow-up for 1 year for graduates.
20. Accurately complete monthly student reports for director or program supervisor.
21. Perform related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Enter data into a laptop computer, operate standard office equipment and use a telephone
2. See and read a computer screen and printed material with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds of waist weight.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors, make home visits, travel to various county sites, and work in direct contact with SJCOE staff, district staff, and the public.