

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Career Information and Transition Technician

DEFINITION

Under supervision of an administrator, assists in providing career technical and transition services for educational and career planning to serve students in juvenile court, community and career technical programs. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

None; however, may assign work and provide technical direction to student assistants.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Recruitment for Career Technical Education

Coordinates, organizes, and implements special activities to meet the needs of the students and/or staff including job/career fairs, ROP and other related recruitment presentations; coordinates and recruits speakers from business, education, military, and professional fields to speak to students; maintains knowledge of available ROP classes and apprenticeship programs and shares information to recruit students into programs; complies with grant requirements for program recruitment; prepares and administers career interest surveys, assessments, and aptitude tests; networks with community and state agencies, private schools, districts, etc. for recruitment purposes; assists in recruiting and marketing as requested.

Recordkeeping

Orders, reviews, catalogs, organizes, and maintains information and materials about a variety of careers, college, and career technical school options; maintains a job listing board for staff and students, and provides current information on job placement programs available; establishes and maintains recordkeeping systems using both manual and computer database systems including compiling and maintaining information regarding ROP courses to be offered, maintaining records of grant activities, providing information to update master course schedule, maintaining students files and records, and reporting class enrollment statistics; updates and prepares orders for new materials, supplies and equipment.

Program Support

Acts as a liaison to outside programs, districts and counselors; keeps current and provides information to students regarding college and other postsecondary education information, financial aid, labor market and workplace trends; attends staff meetings, career cluster advisory committee meetings and job-related conferences and workshops; enrolls students in ROP programs; conducts career technical orientation for staff and students, and shares information about program materials and activities; ; assists students in using online registration; refers students to career counselors, transition services, affiliated programs and community agencies as needed; assesses software applications for the program; using a computer, creates letters, memos, flyers, brochures, surveys, updated information for online announcements, and other related documents; initiates, receives and reroutes telephone calls and emails; writes training manuals as requested.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and experience which demonstrates ability to perform the duties as described. Experience in working with the public in a customer service environment and experience working with at-risk students is desirable.

Knowledge of

career opportunities and related education and skill requirements; general information regarding college/university admissions, financial aid, and entrance test policies and procedures; available community resources; basic research techniques using the Internet and other resources; standard software applications; various types of office filing systems; English grammar, punctuation, and spelling; proper telephone etiquette.

Skill and Ability to

Locate, organize, catalog, and display sources of career and college information; plan and make presentations to small groups and classes; communicate effectively in both oral and written form; assists students regarding requirements for college admission; interact with students and adults from different cultural and socioeconomic backgrounds; learn to use various software applications; operate a variety of equipment including projector, audio-visual equipment, fax machine, and scanner; use a computer to maintain various databases and create promotional materials; use basic math skills to keep records; research and communicate labor market information and workplace trends, establish work priorities and meet timelines; read, interpret, and apply rules and procedures; follow instructions; work independently; work cooperatively and effectively with individuals and groups.

Revisions approved by Personnel Commission 4/14/09

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