

Sacramento County Office of Education Job Description
Classification Title: Capital Region Academies for the Next Economy
(CRANE) Career Specialist

DEFINITION

Under direction, establishes and maintains activities to support students within CRANE pathways and provides work-based learning activities for students; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

None; however, may assign work and provide technical direction to participants

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.)

Maintains ongoing contact and partnerships with a variety of business and industry representatives regarding CRANE program; works with CRANE Coordinators, instructors, counselors, and other staff to ascertain job skills and training needed for students; assists in identifying internships, mentors, and job shadowing opportunities; schedules industry presenters, industry tours, and work-based learning activities for students in identified career pathways; provides support in placing students in work-based learning activities; promotes activities with career technical student organizations to develop leadership skills and career readiness; trains users and provides user support for the online database ; assists in collecting necessary documentation for required regional and state accountability process; creates and maintains program databases; administers student career assessments, career exploration activities, and other activities that enhance and improve employability skills of students; support students by providing on-site assistance and job coaching as needed for work-based learning placement; instructs students in job application procedures, resume writing, interview preparation and job retention skills and attitudes; prepares weekly activity reports; conducts workshops; attends meetings and trainings as directed.

MINIMUM QUALIFICATIONS

Education

Any combination of education, training and experience equivalent to the possession of an associate of arts degree; a typical qualifying background would include coursework in communications, public relations, marketing, social work, or related field.

Training and Experience

Experience in working in K-12 support programs, or a CRANE industry cluster, or in workforce development; experience working with students developing workplace readiness skills; experience placing students in work-based learning opportunities; experience building partnerships with business and industry, community agencies, K-12 schools, and higher education.

Knowledge of:

Current trends in job skills; work-based learning; private, local, state, and federal agencies involved in employment development and job placement programs; available community resources and services; effective procedures in identifying and securing job training sites; principles of marketing and public relations; basic research techniques; standard office software applications including database management; English grammar, punctuation, and spelling.

Skill and Ability to:

Communicate effectively in both oral and written form; speak and present information in a group setting;

assess the interests and aptitudes of students; effectively market and represent a program and its students to potential employers and business representatives; prepare documents and presentations, maintain various databases, and search for information online; utilize time management techniques to organize and prioritize work; work independently and meet timelines; coordinate a variety of projects simultaneously; work cooperatively and effectively within a team; interact with students and adults from different cultural and socioeconomic backgrounds; read, interpret, and apply rules and procedures.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 6/13/17
Approved by Personnel Commission 8/12/14