JOB DESCRIPTION

WORK EXPERIENCE TEACHER

Brief Description of Position
Provides an integrated program of career vocational guidance planning, career and job development, job exploration and placement, and work supervision for secondary school students.

Major Duties and Responsibilities
1. Counsels with students and parents relative to career choices and work experience, provides vocational and occupational information to students and parents, provides information and advice to student on proper methods for making a job application and counsels with potential school dropouts regarding employment opportunities.
2. Performs job development and placement services through contacts with prospective employers, recording job opportunities and referring students to prospective employers.
3. Provides information on child labor laws to students, parents and employers.
4. Supervises approximately 125 work experience students at their workstations to evaluate their performance and assign school credits.
5. Provides resource support to teachers and counselors concerning employment trends, career and vocational information, instructional materials and employment requirements. Speaks to classes as a resource person upon request.
6. Interviews, processes and maintains an up-to-date file of job applicants available for employment at each senior high school.
7. Maintains records on processing of work applications, job placements, work experience assignments and counseling interviews. Prepares reports as required.
8. Develops programs and study trips that provide students with the opportunity to extend their classroom knowledge by visiting community facilities and resources.
10. Performs other duties as assigned.
11. Works with community groups (Chamber of Commerce, service clubs) to promote career education.

Other Duties and Responsibilities
1. Interprets the Career Development Services program to community groups.
2. Assists in planning and conducting of career conferences.
3. Coordinates the scheduling of aptitude tests given by the California State Department of Employment at the request of the school principals.
4. Coordinates and interprets the local, State, and federal programs to secondary student and parents, i.e., Neighborhood Youth Corps, Civil Service, Youth Opportunity Center.

Job Description - Secondary Work Experience Teacher

Supervision Exercised or Received
Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. **Credential** Any valid credential issued by the State of California to perform the services of a teacher in grades 7-12; General Pupil Personnel Services, Standard Designated Services in Pupil Personnel Services, or Ryan Service: Pupil Personnel Credential preferred.
2. **Education** Bachelors degree, including all courses needed to meet credential requirements.
3. **Experience** Successful classroom teaching experience in the District is required. Successful experience as a secondary advisor or counselor and successful business or industrial experience is desirable.
4. **Personal Qualities** Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment and classroom performance of the teacher. Must have a friendly, outgoing personality with particular emphasis on diplomacy and tact, in addition to a thorough knowledge of the world of business. Must have more than superficial understanding of the needs of adolescents. Must have tolerance for the youth who needs several opportunities to adjust successfully to the job situation.

August 1990