

## POSITION DESCRIPTION

**TITLE:** CAREER AND SERVICE LEARNING SPECIALIST

**TYPE:** Classified

**Reports To:** Principal or Designated Administrator

### POSITION SUMMARY:

Develop career and service learning opportunities for students to prepare them for post high school transitions, career and service learning placements, using skills assessment, job readiness curricula, career exploration, internships, paid work experience, independent living skills and other learning strategies.

### MINIMUM QUALIFICATIONS:

1. Associates Degree or minimum of two years college education preferred.
2. Three years of responsible experience in social service, vocational teaching, customer services, or any equivalent combination of experience and training.
3. Possess linguistic and cultural expertise of the group served.
4. Possess and maintains a valid Oregon Driver's License
5. Possess computer skills for record keeping, data collection and report writing.

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Assess career/vocational level of students through appropriate testing and interview procedures.
5. Determine objectives and strategies of career and educational planning, and to monitor and evaluate student progress towards work plans.
6. Ability to effectively work with youth and parents from a variety of ethnic, social or educational backgrounds.
7. Ability to organize and link youth services among schools, social service agencies and employers.
8. Possess knowledge of labor rules and regulations as they apply to students.
9. Assist in the planning and implementation of career and service learning programs for high school and middle school students.
10. Assist students in developing personal education plans and career goals that align with state requirements.
11. Advise students and parents/guardians about post-high school opportunities, and assist in students in making successful post-high school transitions.
12. Link students with community career resources including teachers, college and university personnel, military and other specialists in order to provide students with an array of programs and career information.

13. Develop and administer career and job readiness assessments.
14. Assist certified staff in developing instructional materials that prepare students for career and service learning opportunities, including independent living skills.
15. Assist staff in developing credit and assessment standards for career and service learning experiences.
16. Work with local employers, local governments and non-profit organizations to develop job visitations, job shadowing opportunities, career internships and paid employment opportunities that further students' educational and career goals.
17. Work with local employers, local governments and non-profit agencies to develop service learning opportunities that further students' educational and career goals.
18. Assist in the marketing of the Woodburn School District's career and service learning program in the community.
19. Collaborate with local agencies to develop regional career and service learning partnerships.
20. Performs such other tasks as may be appropriate to the Board.
21. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
22. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
23. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
24. Assists parents and community members as needed.
25. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
26. Complies with professional development activities as required by the District.
27. Holds expectations for high performance of self and students.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card or be a Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.
9. Possess a valid Oregon Driver's License and qualify as an approved driver by the Woodburn School District's liability insurance carrier.

10. Complete all District required trainings.

PHYSICAL DEMANDS:

Physical Work Requirements:  Yes  No  
If yes, see addendum to Career and Service Learning Specialist description.

TERMS OF EMPLOYMENT:

Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date