

Coast Unified School District

Title: Career Technician II

Salary Range: 8

Job Summary: Under the direction of an assigned supervisor, assists a certificated teacher in providing support to students with development and then day to day operations of student run enterprises.

Qualifications:

Required:

1. High school diploma or equivalent
2. AA degree or passage of district proficiency examination
3. Skill operating technical equipment as required to support the development of student run enterprises
4. Ability to understand and carry out oral and written instructions in English
5. Ability to work collaboratively and effectively with students, parents, staff and clientele.
6. Department of Justice and FBI fingerprint clearance
7. TB Clearance
8. First aid and CPR Certification

Desirable:

1. Experience in youth activities
2. Bilingual in Spanish

Essential Functions:

1. Plans and implements daily workflow for the print shop.
2. Assists certificated personnel in providing support to students in a high school program to develop and maintain student run enterprises.
3. Reinforces material originally taught by certificated personnel.
4. Coordinates calendars and facilities management to insure that programs fit into school schedules.
5. Participates in planning and implementation meetings to help define, refine and implement the development of student run enterprises.
6. Assists students in operation of technology and equipment required for student run enterprises.
7. May be required to work a varied schedule to assist with client driven services.
8. Support certificated personnel in clerical duties.
9. Maintain order and direct group activities of students as assigned.
10. Perform other duties as required.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to stand and circulate for extended periods of time
3. Ability to communicate so others will clearly understand normal conversation
4. Ability to bend and twist, kneel and stoop.
5. Ability to lift/carry/push/pull 25 pounds on a regular basis and up to 50 pounds occasionally
6. Ability to reach in all directions
7. Physical dexterity in limbs and digits to operate office machines and computers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direction of the teacher assigned and the general supervision of the principal or management designee.

Approved: December 15, 2022