

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CTE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and technical duties to support and promote the Career Technical Education (CTE) program; provide a variety of CTE services to high school students and adults; serve as a technical resource concerning CTE programs and activities.

REPRESENTATIVE DUTIES:

Review attendance reports; assure accuracy, distribution and collection of attendance reports and required attachments.

Monitor the accuracy of all excused and unexcused absences; follow-up with students who have absences and update student records; record total hours for CTE students in each district program; refer students with insufficient hours to the CTE counselor for consideration of re-enrollment.

Contact CTE support organizations to develop resources for students; prepare information and assist in the marketing and recruiting of students; make presentations to students and other groups to publicize CTE classes; compose and distribute flyers, schedules, news releases and bulletins.

Register, schedule and assist high school students involved in CTE; oversee online registration process; advise students, staff and visitors regarding CTE policies, classes, class content and times; assist students with registration in person and on the phone; maintain course sign-ups and waitlists; create class rosters; compile, review and report class counts; evaluate student information to determine appropriate Program placement.

Serve as a technical resource concerning CTE programs and activities; respond to inquiries and provide information concerning State and federal labor laws, work permits, job placement, employment services and other matters related to CTE; monitor CTE and district eligibility guidelines.

Communicate with other CTE personnel, District employees, students and outside organizations to exchange information, notify class changes or cancellations, coordinate activities and resolve issues or concerns.

Notify CTE teachers of grading deadlines; may input grades received for CTE classes into database and submit grade sheets to appropriate schools.

Refer inquiries of student enrollments, re-enrollment and private post-secondary opportunities to school counselors; refer students having attendance related and behavioral problems to the District CTE counselor and or site counselor as needed.

Monitor student performance and attendance to assure compliance with established CTE and District eligibility guidelines; refer students with attendance or behavior issues to appropriate personnel.

Inform students about available job placement services; refer students needing vocational guidance to CTE counselor or other staff.

Monitor CTE student transportation, book transportation and serve as chaperone on student field trips.

Prepare and process work permits; submit permits to appropriate personnel for approval and distribute to students; refer students to potential employers, schools and other outside organizations as appropriate; assist students with transportation needs and provide bus schedules.

Perform a variety of clerical duties related to assigned activities; compose correspondence independently and from oral and written instructions; type various documents; create certificates, process forms and applications.

Compile information and prepare and maintain a variety of records, lists and reports related to student information, grades, credits, work permits, attendance and assigned activities and transmit to designated staff; establish and maintain filing systems; research and compile post-graduation data from CTE program graduates.

Operate a variety of office equipment including but not limited to calculator, computer, and word processing hardware, printer, copier, scanner, folding machine, and two-way radio.

Input into and maintain student information system data for State and federal compliance mandates. Run queries and reports to ensure accuracy of data.

Attend and participate in various ROP meetings, presentations, in-services and community functions; coordinate special events and projects with other organizations; prepare and deliver oral presentations as requested.

Monitor inventory levels of supplies, forms, materials and equipment; assist in ordering supplies, forms, materials, equipment and repairs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies and procedures related to CTE.
CTE resources and informational needs.
Regional and national career and employment trends.
Federal and State laws, rules and regulations pertaining to the employment of minors.
Oral and written communication skills.
Design and development of promotional materials.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
Telephone techniques and etiquette.
Public speaking and presentation techniques.
Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Perform a variety of clerical and technical duties in support of CTE.
Provide a variety of CTE services to high school students and adults.
Serve as a technical resource concerning CTE programs and activities.
Interpret, apply and explain rules, regulations, policies and procedures.
Assist in planning and presenting CTE program activities and resources.
Assess student needs and develop viable plans and alternatives.
Coordinate services and activities to recruit, retain and assist students.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Work independently with little direction.
Understand and follow oral and written instructions.
Type or input data at an acceptable rate of speed.
Work cooperatively and effectively with others.
Operate a variety of office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and one year related clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required.

WORKING CONDITIONS:

School environment subject to frequent interruptions and exposure to communicable diseases.
Travel between community and work locations. Subject to exposure to communicable diseases.

Job Study-1/2020