



CAREER TECHNICAL EDUCATION STUDENT SUPERVISOR:
SUPPLY CHAIN AND LOGISTICS

PRIMARY FUNCTIONS:

Under the supervision and direction of the Director, Career Navigation and Workforce Preparation and with daily guidance on work assignments by an assigned classroom teacher, the CTE Student Supervisor provides specific fieldwork training to students enrolled in CTE Supply Chain and Logistics program. The CTE Supervisor also assists in the organization of support activities and in the facilitation of internship and apprenticeship opportunities. The CTE Supervisor works with the CTE teachers, counselors, and employee recruiters to guide high school CTE students and recent graduates through the process of transitioning from high school to post-secondary education/training or employment, based on the students' identified career pathway.

GENERAL DUTIES AND RESPONSIBILITIES:

- Supervise students in field work activities, provide guidance, and instruction relative to the Supply Chain and Logistics CTE program
- Assure safe practices are adhered to within the Supply Chain and Logistics field work training – uphold OSHA Safety Standards at all times
- Provide services to support overall CTE program objectives where it is not possible for students or CTE teachers to carry out functions due to class scheduling (i.e., delivery of materials, coordination of specific fieldwork activities, supervision of students in training facilities, etc.)
- Input items received by PHS warehouse into warehouse inventory control system, so that teachers can view available inventory and place orders
- Maintain accurate records of incoming and outgoing product and inventory counts within PHS warehouse
- Provide quality control checks on all student-fulfilled warehouse orders prior to distribution.
- Provide input on performance evaluations for students enrolled in internship programs or CTE placements through work experience placements
- Working collaboratively with CTE program instructors to develop model training lessons that can be replicated among various classes
- Participates in job fairs, career days, and other events for the district. Attend meetings, conferences, and community events as directed.
- Other duties and responsibilities consistent with the primary functions may be assigned

REQUIRED QUALIFICATIONS:

Education -

- High School Diploma and specific industry certification relevant to the assigned CTE program; A.A. Degree desirable

Experience -

- Two years of recent industry experience working relevant to the assigned CTE program

DESIRABLE QUALIFICATIONS:

Knowledge of -

- OSHA Safety Standards
- Federal and state laws and policies regarding the employment of minors
- Training techniques and operation of equipment relevant to the Supply Chain and Logistics CTE program
- Workforce Development agencies and other organizations providing career and employment services for youth.
- Proper report writing, document construction and editorial enhancement techniques.
- Proper English usage, spelling, grammar, vocabulary and punctuation.
- Local business partners, associations, and trade groups relevant to the Supply Chain and Logistics CTE program

Ability to –

- Maintain possession of a valid California driver's license and automobile insurance.
- Understand and carry out both oral and written instructions independently.
- Work collaboratively and communicative effectively as part of a team
- Coordinate, plan, develop and organize the day-to-day and long-term services and operations of the assigned program.
- Analyze and interpret numerical data and written information
- Maintain confidential information.
- Collect student data for reports
- Maintain office wide professional standards of conduct (model core values).
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, and other community stakeholders.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Stand and sit for extended periods of time
- See and read printed matter with or without vision aids
- Hear and understand speech at standard levels
- Speak English so that others may understand at normal levels
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, left and/or carry up to 50 lbs. to waist height
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff, students, parents, and members of the community
- Maintain the privacy of confidential information

WORK ENVIRONMENT

The primary work location is a school classroom with industry simulated indoor and outdoor work environments. Noise levels in this setting range from moderate to loud. The employee may travel between school sites, classrooms, and public agency locations. As necessary, the employee may meet in industry settings with students, staff, and community members.

Assignment may also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

Board Approval: 5/17/2021

Formal Review: 5/10/2021

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the Patterson Joint Unified School District Governing Board in consultation with my professional association may revise the job description from time to time in the future as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental, and social requirements of this job.

Employee Signature

Date

Name Printed