Job Description

Marin County Office of Education

School to Career Technician - Workability / TPP

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of School to Career Technician - Workability / TPP is done for the purpose/s of assisting students in utilizing career and workforce preparation and exploration resources; developing cooperative relationships with local businesses and industry partners; managing college and career-related events; collaborating with assigned Program Manager; facilitating student workshops; and overseeing student assessments.

This Job reports to Assigned Supervisor

Essential Functions

- Assists students in utilizing career and workforce preparation and exploration resources (e.g. researching potential occupations, assessment tools, counseling opportunities, etc.) for the purpose of ensuring students' understanding and full utilization of available resources.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's and/or Individual Transition Plans (ITP's), if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Collaborates with assigned Program Manager and other MCOE departments (e.g. identifying student needs, performing accurate data entry, submitting appropriate documentation, etc.) for the purpose of ensuring program continuity, accurate documentation, and meeting identified students needs.
- Coordinates career development field trips to various work locations throughout the county for the purpose of providing exposure to a variety of career options.
- Develops cooperative relationships with local businesses and industry partners (e.g. establishing or utilizing internship programs, building speakers/presenters base, developing student job shadowing opportunities, etc.) for the purpose of creating learning and employment opportunities for students.
- Implements work-based soft skills learning workshops (e.g. time management, professional communication, work ethic, etc.) for the purpose of developing students' soft skills and readiness for the workforce.
- Networks with education community partners offering programs to students (e.g. inter-/internships, job shadowing, mentorships, etc.) for the purpose of maintaining partnerships, fostering collaboration, building capacity and consistency in programs, and furthering integration into schools.
- Organizes and publicizes college and career-related events for the purpose of sharing information and providing student opportunities to learn about preparing for higher education and career training.
- Participates in a variety of meetings, workshops, and conferences throughout the county for the purpose of collaborating with industry partners, maintaining current knowledge of College Career Indicators, and providing information to staff, students, and/or parents.

- Prepares and presents and/or conducts student workshops, presentations, instructional materials, and student assessments at a variety of locations (e.g. career fairs, networking events, job readiness assessment, etc.) for the purpose of providing students with information regarding available career services offered, career options, and post high school opportunities.

- Proctors industry certification tests for the purpose of verifying and recording student information, reviewing testing instructions, monitoring time, maintaining orderly and quiet testing environment, and ensuring adherence to testing protocols.

- Provides supportive relationship with students (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; foster learning; and ensuring students' success in school.

- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.

- Researches educational and/or career opportunities for the purpose of providing students with educational and/or career opportunities/information and new or emerging career paths.

- Surveys business and industry partners for the purpose of determining knowledge, skills, and abilities needed for employment in various work environments.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal skills using tact, patience and courtesy; operating a variety of office equipment including computers, projectors, and assigned software; designing, developing, and conducting presentations; and preparing and maintaining accurate records, reports, and files.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current research, policy and regulations related to School to Career programs and college and career counseling; public speaking techniques; applicable laws, codes, regulations, policies and procedures; grammar, spelling and punctuation; current data entry processes and technologies; and community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting schedules and timelines; collaborating successfully with diverse groups; communicating effectively both orally and in writing; establishing and maintaining cooperative and effective working relationships; analyzing situations accurately and adopting an effective course of action; working independently with minimal supervision; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, 40% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Posess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or posess a minimum of 48 college units.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date