

**CLASS SPECIFICATIONS FOR THE
VOCATIONAL SPECIALIST**

DEFINITION

Under direction, the vocational specialist assists senior high school students in identifying vocational programs for which they have an interest and aptitude; interviews, advises, and makes job placements for students enrolled in vocational education work experience programs; serves as liaison between the Regional Occupational Programs (ROP), district high schools, and participants from business and industry in the greater Sacramento area; is involved in job development and in the evaluation of students' work progress.

QUALIFICATIONS

Credential: Possession of a standard teaching credential with specialization in secondary education and the standard designated services credential for pupil personnel services, or credentials of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required. Personnel who are reassigned to this classification who have served previously as work experience specialists are not required to hold a pupil personnel services credential.

and

Education: A master's degree or a commitment to obtain such a degree within a maximum of three years after appointment is required. Preference will be given to those with majors in agriculture, business education, industrial education, or home economics, and to those who have successfully completed courses in vocational/career education guidance and courses in work experience education. Personnel who are reassigned to this classification who have served previously as work experience specialists shall not be required to complete a master's degree.

and

Experience: A minimum of three years of certificated experience in public or private secondary schools. Additionally, he/she shall meet all requirements of the "*California State Plan for Vocational Education*," which includes two years of employment in work other than as a professional educator.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Interviews and assigns senior high school students to jobs within the school district and in outside public and private employment; advises students regarding the work experience program and assists in the evaluation of their job performance.
- ___ 2. Establishes contacts with supervisors and employers to develop job opportunities for students, and later assists in the evaluation of the students in their job performance. Maintains familiarity with the industry/business community and other local resources which can be utilized by students in the work experience program.
- ___ 3. Establishes and maintains cooperative working relationships with teachers, counselors, and administrative staffs of the senior high schools; interprets the rules and regulations pertaining to the work experience education program; knows and interprets federal and state laws regarding the employment of minors to employers, administrators, students, and parents; secures agreement of parents for enrollment of their children in the work experience program.

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TYPICAL DUTIES AND RESPONSIBILITIES (continued)

- _____ 4. Selects and approves work assignments for students and refers them to employers; maintains records for pupils enrolled in the program; and issues work permits to employed minors.
- _____ 5. Publicizes the program of vocational education, including the Regional Occupational Program, to students, school personnel, community, and parents.
- _____ 6. Identifies, administers, and interprets instruments used to assess students' vocational interests and aptitudes.
- _____ 7. Relates current local job market information to students.
- _____ 8. Assists in curriculum development activities related to work experience education, including instruction in related classes and career guidance.
- _____ 9. Cooperates with representatives of the California Employment Development Department, and with other agencies and organizations concerned with youth.

WORK SCHEDULE AND SALARY

The Vocational Specialist serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience. Additional days of service may be required for which compensation will be paid at his/her per diem rate. The length of the work day is seven hours.

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