

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Youth Employment Services Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0979	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 37 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-17-73
		BOARD REVISION:	10-06-78
		HR REVISION:	05-03-12

BASIC FUNCTION:

Provide intensive student support; supervise activities and training of students employed through the district's youth employment and training program; assist in the selection, placement, and evaluation of students employed in the program; and help students make vocational career choices.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Screen, select, and evaluate students to determine which programs are best suited to meet their needs and allow for success. **E**

Assist students individually or in groups to develop knowledge, skills, and attitudes necessary for gainful adult employment, such as resume writing, mock interviews, and job search. **E**

Maintain records and up-to-date notes, and follow-up to assure that all needs of the students are met and services have been provided. **E**

Locate and maintain a list of local and community organizations and agencies that participate in youth employment and services. **E**

Plan and schedule recruitment fairs; recruit in person, by mail, or by flyers through local high schools, community organizations, and agencies; drive a vehicle to conduct work. **E**

Attend workshops and training to increase knowledge about the workforce, employment, education, and special needs of students. **E**

Act as a liaison between students and parents, students and employers; provide employment referrals, and employment and education information; assist in obtaining work permits and other documents necessary for employment; assist students to develop an understanding of their career choices. **E**

Provide information to students and parents regarding school services, job information, and financial assistance; assist students in applying for scholarships. **E**

Work closely with employers to make referrals and provide follow-up services. **E**

Work with teachers to develop, implement, and coordinate tutorial services in school and community. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years related experience. Prefer experience in community activities involving adolescents.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 45 Correct WPM
Word..... 55% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Agencies and community organizations working with youth.
Existing vocational training programs.
Local labor market conditions.
Objectives of the youth employment program and the school district.
Operation of a computer and related software.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Work effectively with youth, parents, others, especially those who are disadvantaged.
Deal effectively with a wide variety of personalities and situations requiring tact and judgment.
Gain and maintain the confidence and cooperation of youth, community people, and school personnel.
Motivate and encourage youth.
Plan and schedule recruitment fairs.
Understand work requirement issues.
Maintain confidential records, and prepare reports.
Operate a computer and related software.
Lift light objects according to safety regulations.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or field environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist to assist students or to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date