

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: REGIONAL OCCUPATIONAL PROGRAM TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical and technical duties in support of the Regional Occupational Program (ROP); provide a variety of ROP services to high school students and adults; serve as a technical resource concerning ROP programs and activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Register and assist high school students involved in the ROP; advise students, staff and visitors regarding ROP policies, classes, class content and times; assist students with registration in person and on the phone; evaluate student information to determine appropriate Program placement; collect student enrollment data required for performance based accountability records; collect related fees.

Contact other ROP centers and 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 ROP classes; compose and distribute flyers, course schedules, news releases and bulletin announcements.

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

Prepare and process work permits; submit permits to appropriate personnel for approval and distribute to students; develop and review work permit reports according to established time lines.

Refer students to potential employers, schools and other outside organizations as appropriate; post and maintain records of employment opportunities for students; assist students with job placement processing; assist in obtaining job interviews, resume writing and interview techniques as needed; plan, coordinate and host recruitment workshops/events for student employment.

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

Compile information and prepare and maintain a variety of records and reports related to student information, work permits, attendance and assigned activities; establish and maintain filing systems.

Communicate with other ROP personnel, District employees, students and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Assist in planning, developing and monitoring the ROP budget and annual allocations; monitor expenditures and maintain related records; provide recommendations concerning budget allocations.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter,

computer and assigned software; drive a vehicle to conduct work.

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

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

Assist in overseeing the department's internal functions by preparing requests for instructional supplies, equipment, maintenance repairs, student transportation and ROP certificated payroll; maintain equipment inventory and assist in inventory activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ROP 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.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.

**ABILITY TO:**

- Perform a variety of clerical and technical duties in support of ROP.
- Provide a variety of ROP services to high school students and adults.
- Serve as a technical resource concerning ROP programs and activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist in planning and presenting ROP 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.
- Operate a computer and assigned software.
- 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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course

work in counseling, career education, human relations or related field and two years increasingly responsible experience in a school, employment, counseling or educational guidance environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid State driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.