

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Work Experience	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

Standard or General Teaching Credential
Two years of work experience in areas other than education
Three years of recent teaching experience

KNOWLEDGE AND ABILITIES:

Knowledge of counseling and supervision techniques
Knowledge of state and federal laws relating to working minors
Knowledge of California Education Code relating to working minors
Knowledge of Motor Vehicle Code relating to minors
Ability to establish positive public relations with the business community
Ability to establish appropriate grooming and social responsibilities in students by personal example and counseling techniques

DUTIES AND RESPONSIBILITIES:

Subject and Management Area

1. Instruction in the Work Experience Program and related activities as they pertain to the world of work
 - a. With the assistance of the Work Experience Coordinator, organize and conduct related information classes
 - b. Initiate career information programs for parents and students and develop career orientation for students
 - c. Assemble and develop career and occupational information and materials for use by counselors, teachers, students, and parents
 - d. Initiate vocational guidance research and evaluation activities including follow-through, placement and follow-up studies to determine effectiveness of vocational programs
 - e. Create and maintain a card file of jobs requested by students
 - f. Interview all student applicants for jobs
 - g. Place students in approved jobs, basing assignments from a task analysis of the data recorded on the job order and on the pupils' aptitudes and skills
 - h. Serve as the teacher/counselor in charge of students who are currently enrolled in the Work Experience Education Program

Certificated Job Description

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- i. Arrange for the students' program changes in cooperation with the counseling office
- j. Solicit employment openings for pupils attending senior high schools in the District through participation in meetings of lay and professional groups, providing information and encouraging employers to make opportunities available for local employment

Relationships - teacher, staff, parent, community

1. Develop and maintain contacts with business, professional and industrial community as well as with labor organizations and other agencies which may contribute to the vocational guidance programs
2. Assist in promoting vocational education program
3. Develop and maintain liaison with the Department of Human Resources Development
4. Create and maintain an active card file of employers' job orders approved by the Work Experience Education Office
5. Work with industry through advisory committees and personal contact to keep in touch with job entry requirements and openings
6. Explain to students, parents and employers work permit procedures, child labor laws, provisions of the Industrial Welfare Commission orders and the Fair Labor Standards Act, Education Code, union membership and other statutes and regulations governing employment
7. Assist the District work experience coordinator in whatever ways the organization or the particular office may warrant. This may include evaluating the program, writing reports, correspondence and special projects and other duties
8. Work cooperatively with other staff members
9. Perform other duties assigned

Professional Attitude, Responsibility, and Participation

1. Participate in curriculum and other developmental programs within school of assignment and/or on District level
2. Maintain professional competence through participation in in-service selected professional growth activities

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal