

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Worksite/District Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transition to Careers	CLASSIFICATION:	Certificated
FLSA:	Non-Exempt	WORK YEAR:	191 Days
BOARD APPROVAL:	June 10, 1999	SALARY:	Teacher Salary Schedule

BASIC FUNCTION:

Serve as immediate oversight to the Transition to Careers Program.

REPRESENTATIVE DUTIES:

Act as a work permit specialist to school counselors and other district personnel. *E*

Develop and maintain a system to monitor student academic performance for those students working under a work permit. *E*

Work closely with all high schools in assessing appropriate school performance of working students. *E*

Provide training for those at school who are authorized to issue work permits. *E*

Serve as a liaison to the business community which employs Fresno Unified students. *E*

Supervise university student interns. *E*

Communicate with parents, students, teachers, administrators, and the public in regard to balancing the need to work and satisfactory performance in school. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor=s Degree and three years of experience in working with students who have obtained a work permit and are working while attending school.

Must be qualified and/or trained to issue work permits to high school students, as specified in the Education Code. Be able to verify one year of successful employment outside of education.

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential authorizing teaching at the high school level.
Valid California Driver=s License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Philosophy and curriculum of employment and school-to-career programs.

Current job market in the Fresno area.

District-student information computer system.

Labor laws pertaining to youth.

Work permit regulations.

Policies, rules and regulations relating to students who work while in school.

ABILITY TO:

Utilize district computer systems related to student performance and attendance in school.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain a system of tracking student performance on the job and at school.

Plan and organize work.

Work independently with little direct supervision.

Work with students, school staff, and parents.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment; driving a vehicle to conduct work. May involve some evening and weekend activities.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentation; seeing to read applications and monitor students.

E:Essential Function

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