

## **CAREER AIDE**

### **Definition**

The Career Aide works under the general direction of the school Principal at the elementary and junior high level and/or under the Director of Counseling and Guidance at the secondary level. The overall purpose is to provide special assistance to assigned students directed toward career awareness and ultimate commitment to a self-supporting life style. Specific services may consist of providing career materials, personal contact services and clerical and other follow-up tasks attendant to the performance of the basic assignment.

### **Examples of duties**

#### **Elementary K-6**

Make individualized education motivation contacts with specific students having special needs. The product of such contacts will be:

1. Encouragement to succeed in school;
2. Discussion of goals for later life; and
3. Identification of special talents recognized in each child with follow-up with child, parent and teacher to develop innate skills.

#### **Junior High 7-8**

Extension of K-6 contracts, with particular emphasis on career exploration.

#### **Secondary 9-12**

Work with Reedley High School Career Education Unit within the Freshmen Career Unit. Work with Reedley High counseling staff and vocational counselors to provide career site visitation.. Work with Reedley High School counseling and work experience personnel for exploratory work experience placement and supervision.

### **Qualifications**

#### **Ability to:**

1. Function at ease in interpersonal relationships;
2. Relate to business people and community at large;
3. Perform general clerical duties;
4. Accept assignments and follow through independently.

#### **Education:**

High School diploma or equivalent

#### **License:**

Valid California Driver's License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. the employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Adopted 12/20/76.....ADA added 7/7/98**