

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Linked Learning / Career Technical Preparation Program Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9664	WORK YEAR:	12 Months
DEPARTMENT:	Career and Technical Preparation	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	06-30-10
		HR REVISION:	09-07-11

BASIC FUNCTION:

Perform diverse, specialized accounting and clerical duties to support the development of the Linked Learning/Career Technical Preparation programs to include: complex salary and budget calculations, specialized

Process employee absence reports; track and maintain sick leave and vacation time balances for the department; prepare, process, and monitor per diem payroll transactions/time reports. **E**

Interact with business and community partners at a professional level that is commensurate with the expectations of business and industry leaders. **E**

Coordinate and support a variety of Linked Learning/Career Technical Preparation professional development, advisory committee, program evaluation, and additional meetings and/or travel as needed. **E**

Develop and maintain ongoing communication/marketing materials and devices, such as posters, flyers, website, newsletters, and business partner database. **E**

Support Regional Occupational Program (ROP) teachers in the areas of attendance, reporting, curriculum development, course schedule, course coding, and inventory control. **E**

Support California Partnership Academies in the areas of business partnerships, budget control, and state reporting. **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**

Compose memos, letters, or other materials, working independently; operate a variety of office equipment; operate a vehicle to conduct work; lift light objects. **E**

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform diverse, specialized duties and act as a point of contact for business and industry partners.
Analyze and learn complex grant requirements.
Perform responsible budgetary and financial analysis and record keeping.
Operate a computer and related software to maintain records and prepare reports.
Utilize interpersonal skills using tact, patience, and courtesy.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Perform computational task with speed and accuracy.
Take notes at meetings and transcribe minutes accurately.
Research, analyze, compile and verify data, and prepare reports.
Analyze situations accurately, and adopt an effective course of action.
Establish and follow procedures in accordance with district policies.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Complete work with many interruptions.
Communicate effectively, both orally and in writing.
Work independently with little direction to meet schedules and timelines.
Lift light objects according to safety regulations.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlines in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other office equipment; see to read, prepare and proofread