

.....

Class Specifications for the Class:

CAREER EDUCATION ASSISTANT

Distinguishing Characteristics:

In addition to overseeing the operations of the career guidance resource centers, a position in this class assists a school counselor or other guidance professionals by planning, developing and conducting one or more units on careers/occupations for several classes. This requires knowledge of various career resource materials available in the school and community, and the ability to plan, develop and conduct appropriate instructional units, and to plan and coordinate field trips and Career Day speakers. Resources and guidelines are generally readily available but positions in this class develop materials, exercises, activities, tests, etc., appropriate to the specific groups.

A counselor or other professional guidance staff provides general supervision and is available to provide technical advice and assistance.

Examples of Duties:

Plans, develops and conducts units to increase students' information and awareness of various careers, occupations and their educational requirements by researching resource materials, selecting and developing exercises, activities and tests; provides students with information relating to completing a job application, preparing for a job interview, etc.; encourages students to plan in order to achieve career goals; plans, organizes and coordinates field trips including communicating with site coordinators; arranging for chaperones, teachers, transportation, collecting money, making lunch arrangements, preparing letters and other informational materials to parents, etc.; plans and coordinates Career Day speakers including developing and circulating questionnaires to assess areas of student interest, arranging for speakers, rooms, equipment, preparing informational material, etc.; may administer and correct standardized and other tests; maintains records and prepares reports; maintains order in the classroom, on field trips and elsewhere; performs various clerical tasks; maintains bulletin boards; and assures the safety and health of students.

Knowledge and Abilities Required:

Knowledge of: Various career and occupational resource materials; common career and work-related concerns and interests of students; Standard English language communication skills in order to speak, read and write effectively; basic arithmetic; student and classroom management techniques; instruction-related and testing methods and techniques.

Ability to: Plan, develop and conduct a unit to increase students' awareness of careers/occupations and post high school education; plan and coordinate field trips and Career Day speakers; understand and follow oral and written instructions; speak and work effectively with students, teachers and others; speak to large groups; maintain records and write reports.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CAREER EDUCATION ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: JAN 26 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources