



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>VOCATIONAL EDUCATION ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b>	School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	15 per 2021/2022 Schedule
		<b>WORK YEAR:</b>	11 Months (206 Days)
<b>REPORTS TO:</b>	Assigned administrator	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Under the direction of the site administrator, oversee the activities and operations of the Students at Work vocational education program; provide support to the instructional program by analyzing student abilities and placing students based on individual needs; oversee the day-to-day operations of a revenue-generating student store. The incumbents in this classification assist in providing students with vocational education support which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Oversee the activities and operations of the Students at Work, an elective vocational education program; provide support to the instructional program by analyzing student abilities and placing students based on individual interests and needs.

Oversee the day-to-day operations of a revenue-generating student store; operate and train students in the operation of equipment, such as a cash register, computer, printer, calculator, copier, typewriter, microwave oven, frozen yogurt machines, slushy machine, or other program equipment as assigned.

Train students in various aspects of running a student store; assign work and prepare periodic written evaluations of student progress and performance; take attendance.

Prepare and maintain a variety of financial records related to purchasing, invoices, daily sales, inventory, and accounts payable and receivable; balance accounts; prepare and reconcile bank deposits and secure daily cash receipts according to established procedure; assure accuracy of student record keeping audits.

Conduct inventory and prepare and maintain accurate inventory control records.

Order, purchase, price and display a variety of merchandise including school supplies, physical education clothing, snack, and food items; prepare promotional merchandise for holidays and special occasion sales; communicate with suppliers, wholesalers, and food service personnel, and upon authorization, purchase various items, receiving accurate invoices, bills; assure timely repair of program equipment as needed.

Instruct and test students in food handling and issue food handling certificates to students.

Train, supervise, and evaluate students in the planning, purchasing for, and preparation of, catered breakfasts and luncheons for up to 100 persons; direct students in the decorating, set-up, and service of catered events.

Maintain records, and report to the certificated teacher, progress of students involved in various work assignments in the vocational education program.

Administer first aid/CPR as required.

Operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Policies and objectives of the vocational educational program.

Retail sales and merchandising.

Financial and statistical record keeping techniques.

General accounting practices.

Modern office practices and procedures.

Operation and cleaning of program equipment such as cash register, typewriter, calculator, computer, printer, copier, and related office equipment.

Health and safety regulations

Interpersonal skills including tact, patience, and courtesy.

Communication skills.

**ABILITY TO:**

Oversee the activities and operations of the Students at Work vocational education program.

Provide support to the instructional program by analyzing student abilities and placing students based on individual teacher needs.

Oversee the day-to-day operations of revenue generating student store.

Assign, schedule, train, monitor, direct and report on student workers.

Learn new program activities and equipment quickly and accurately.

Reinforce teacher instruction and train individual and small groups of students.

Order, purchase, inventory, and displace merchandise and other products.

Prepare and maintain accurate financial records.

Establish rapport and work effectively with adolescents and adults.

Administer first aid and CPR and maintain current certifications.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and retail business experience including financial record keeping and/or bookkeeping; and demonstrated experience in working with adolescent students.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Must possess a valid California driver's license and maintain qualification for District vehicle insurance coverage.

The incumbent is required to obtain a Food Service Manager's Certificate from the San Diego County Department of Public Health within the probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Lifting, carrying, pushing, or pulling store supplies and equipment.

Seeing to read a variety of materials.

Walking, sitting, or standing for extended periods of time.

Dexterity of hands and fingers to operate store equipment.

Reach with hands and arms; climb or balance.

Bend at the waist, stoop, kneel, crouch, or crawl.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 09/23/98 (G.B.) 09/28/98 (P.C.); Reviewed 5/96; 9/99; Reallocated (Ewing) 6/12  
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022