



California Department of Education
Job Announcement

CALIFORNIA SCHOOL FOR THE DEAF, RIVERSIDE
Nancy Hlibok Amann, Site Superintendent
3044 Horace Street
Riverside, CA 92506

Position: Program Technician
Area: Career & Technology
Tenure: Limited Term (12 months)
Time Base: Full-Time
Salary: \$2,384 - \$3,203 monthly

This position is for a 10 month school year with eligibility for an additional 2 months to be paid by State Special School Benefits through Unemployment Insurance.

General Duties: Under direct supervision of the Career & Technology Education principal, within the WorkAbility Program, provides program facilitating and procedures. Specific duties include but are not limited to: Contact possible employers on a regular basis to convince them to provide training and employment opportunities for students; Refer students for services provided by community and government agencies; Monitor student progress through communication with employers, local agencies, teachers, parents, counselors, etc.; Present information to community businesses and their employers about ADA; Assist with the planning and implementation of employer events and meetings; Creates and maintains a successful collaborative partnership with community businesses; Assist with making recommendations to employers on how to customize the job to fit the abilities of the student involved; Assist with career and vocational skills assessment information of students to assist with job matching; May assist with mediation of job placement and employment issues between students and employers; Develop and track case studies for student progress; May participate on case management team; Determine transportation needs for student participants; Maintain files, reports and other necessary dates for WorkAbility students and employers; Assist students with job application process and conduct mock interviews in preparation for employer interviews; Assist in the development, implementation and evaluation of a direct instruction plan for students on the work site; Assist students with the development of student work portfolios; May provide student's job interest, job search and job performance information at IEP meetings; Attend a variety of in-service training related to WorkAbility services and school needs; Provide transportation services to the students who need to transport to and from school and work sites

Required Qualification: One year of experience, in the California state service, performing clerical duties at a level of responsibility not less than that of an Office Assistant.

Or II
Experience: One year of clerical experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they may be considered eligible for appointment.] and

Education: Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Job Training Partnership Act. (One year of clerical work experience may be substituted for the required education.)

Desirable Qualifications:

- Fluency in expressive and receptive American Sign Language (ASL) and Standard Written English
- Ability to work effectively with staff, students and community groups
- Willingness to participate in school and deaf culture community events.
- Possess planning, organizational, and interpersonal skills (i.e. knowledge of departmental Workability Contract and CSDR Student Handbook; review, collect and compile Workability Program data; submit Student Data Reports, and Annual State Workability Program reports to the Career & Technology Education principal, indicating progress and expenditures of program; independently prepare correspondence for parents, local businesses, teachers and counselors. Review all documents prepared for format, content, grammar and spelling; use a desktop computer, laptop or typewriter, maintain confidential files, reports and other needed data for students/employers.
- Ability to communicate effectively in standard written English

Knowledge and Abilities:

- Perform clerical and technical work; follow directions; evaluate situations accurately, and take effective action; learn and apply laws, rules and regulations, procedures, and policies. Make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face to face or by telephone.

Conditions of Employment: Pre-employment background check, fingerprints and tuberculosis test will be required.

Who May Apply: Individuals who have eligibility for all methods of appointment may be considered (e.g., list appointment, transfer, reinstatement, surplus, State Restriction of Appointments (SROA), re-employment). For information on how to obtain list eligibility, please visit the CalHR website at <http://www.jobs.ca.gov/>. All applicants must clearly indicate the basis of their eligibility in the "Explanations" section on the Standard State Application Form (STD 678). Applications will be screened and only the most qualified will be interviewed.

How to Apply: ***Submit a State Application (Form 678) to:***
California School for the Deaf, Riverside
Attention: Personnel/Deanna Ybarbo
3044 Horace Street
Riverside, CA 92506
(951) 248-7700 ext. 1116 Voice

Applications must be received in the Personnel Office or postmarked by August 11, 2016 or Until Filled

Telephones: Voice-951/248-7700 ext. 1116

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.