



Classified Employment Opportunity



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATED POSTED: OCTOBER 20, 2021

CAREER TECHNICIAN **Open and Promotional** (Part-time)

SALARY: \$23.14 per hour flat rate on the 2019-2020-salary schedule for classified unit members.

POSITION: Under the direction of an assigned supervisor, perform a variety of technical and support duties related to career and academic guidance for students. Assist students utilizing career and college resource materials in the career center; research and obtain specialized career information upon student requests; assist counselors and teachers with career center information; maintain records of career center use. Plan, prepare, administer and score a variety of student tests; interpret and discuss results with students; provide classroom presentations to students regarding career and college opportunities. Develop publicity and other methods to expand student use of the Center; introduce visiting groups and individuals to the Center; conduct tours and discuss activities and available resources. Arrange for and schedule career speakers, college and military representatives and career visitations from local businesses and industry; assist with development and presentation of career education curriculum units. Update and maintain various resource materials on careers and colleges; review catalogs, brochures, posters, and applications for distribution to faculty and students; develop forms and reference material for use in the Center.

QUALIFICATIONS: **Education/Experience:** Any combination equivalent to: an associate's degree with course work in counseling, career education, behavioral sciences, and human relations or other related field and one year of experience working with young adults in an instructional setting. **Knowledge/Abilities:** Knowledge of vocational and career information and materials, fundamentals of test administration and result interpretation methods and procedures, policies and objectives of assigned program and activities. The ability to provide specialized assistance and information to students and others concerning student services areas, administer and interpret tests and results, communicate vocational and career information and materials, assess student needs and develop viable plans and alternatives, and plan, organize and implement student services activities and programs. **Licenses and Other:** Incumbents may be required to have a Valid California driver's license and a driving record acceptable to the District for insurance purposes. May be required to use own vehicle.

EXAMINATION: Technical Oral Interview = 100%

APPLICATION: District applications may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/background clearance, drug screening, and a test for tuberculosis by a district approved physician.**

CLOSING DATE: Applications will be accepted on a continual basis.

TEST DATE: To be determined.

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.