



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

SECONDARY PATHWAY SPECIALIST

JOB SUMMARY

Under direction of the Director of Career Technical Education (CTE), perform skilled work in the documentation, development and maintenance of a variety of programs related to Career Technical Education (CTE). The Secondary Pathway Specialist will use the district Student Information System (SIS) which generates information to develop reports that are required by the Governing Board and the California Department of Education as related to CTE; generate documents which communicate developed career pathways for secondary students; assist the Director of Career Technical Education and Teacher on Special Assignment in the development and documentation of agreements with colleges as related to CTE career readiness; assist in completing textbook and supply orders as related to secondary pathways; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Assist site personnel on use of the district Student Information System as related to proper documentation of CTE documentation;
2. Develop reports as required to document CTE pathway student enrollment and documentation;
3. Monitor CTE approved budgets;
4. Does complex typing and operate a variety of office machines and equipment, including the operation of word processing equipment;
5. Utilize a variety of software applications;
6. Arrange, schedule and prepare for CTE meetings;
7. Take and transcribe minutes from meetings;
8. Document the development of College agreements in the areas of Dual, Concurrent and Articulated agreements as related to CTE programs;
9. Monitor and maintain textbook orders and budgets for K-12 curriculum;
10. Assist in developing and documenting course pathways for students related to CTE;
11. Ability to communicate effectively with secondary sites and colleges regarding CTE;
12. Assist Teacher on Special Assignment (TOSA) College and Career Readiness;
13. Assist in developing Community Industry Partners as related to CTE courses;
14. Update student information demographics data in the district Student Information System CTE course files;
15. Gather data as related to CTE pathway enrollment and completion;
16. Assist Fiscal Services with quarterly budgets and annual budget report preparation;
17. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Computer use including spreadsheets and presentation software;
2. Budgetary procedures;
3. Correct English usage, spelling, grammar and punctuation;
4. Applicable state laws, District policies, procedures and other regulations governing programs or areas of responsibilities;
5. General public relations.

HEMET UNIFIED SCHOOL DISTRICT
Secondary Pathway Specialist (Continued)

Ability to:

1. Learn and utilize new and current techniques;
2. Develop and maintain effective relationships with those contacted in the course of work;
3. Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
4. Organize tasks, set priorities and meet deadlines;
5. Communicate clearly, both orally and in writing;
6. Manage multiple tasks and deadlines;
7. Respond appropriately to direction;
8. Demonstrate good judgment and good problem-solving skills;
9. Type or keyboard at a net corrected speed of 45 words per minute.

EDUCATION / EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above.

Experience: Two (2) or more years of increasingly responsible clerical experience preferably in a school district.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking (up to continuously).

Working Conditions: Indoor office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 36

March 2023