

**CLASS SPECIFICATIONS FOR THE  
VOCATIONAL SPECIALIST**

**DEFINITION**

Under direction, the vocational specialist assists senior high school students in identifying vocational programs for which they have an interest and aptitude; interviews, advises, and makes job placements for students enrolled in vocational education work experience programs; serves as liaison between the Regional Occupational Programs (ROP), district high schools, and participants from business and industry in the greater Sacramento area; is involved in job development and in the evaluation of students' work progress.

**QUALIFICATIONS**

Credential: Possession of a standard teaching credential with specialization in secondary education and the standard designated services credential for pupil personnel services, or credentials of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required. Personnel who are reassigned to this classification who have served previously as work experience specialists are not required to hold a pupil personnel services credential.

and

## VOCATIONAL SPECIALIST

### TYPICAL DUTIES AND RESPONSIBILITIES (continued)

- \_\_\_\_\_ 4. Selects and approves work assignments for students and refers them to employers; maintains records for pupils enrolled in the program; and issues work permits to employed minors.
- \_\_\_\_\_ 5. Publicizes the program of vocational education, including the Regional Occupational Program, to students, school personnel, community, and parents.
- \_\_\_\_\_ 6. Identifies, administers, and interprets instruments used to assess students' vocational interests and