

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SHORT-TERM CLASSIFIED POSITION

JCN: 102  
HOURLY  
NON-EXEMPT

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### APPRENTICE

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform entry-level assignments in a supported learning environment to develop the skills and knowledge, which will assist the apprentice in meeting qualifications to apply and secure future employment and progress successfully in a career.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Actively participate in an individualized development plan, which will be agreed upon with the immediate supervisor.
- Attend and participate in a variety of assigned meetings, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

##### OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation may be required.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

##### ABILITY TO:

- Follow instruction and learn new tasks.
- Work flexibly as part of a team.
- Learn and take responsibility for their own development.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work, as assigned.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Work confidentially and with discretion.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

### **EXPERIENCE:**

- Sufficient education and/or experience to demonstrate the knowledge and abilities listed above.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license may be required at time of hire and throughout employment with the County Superintendent; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.
- This position may require a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation may be required.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job*

*elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 04/11/2018