

CAREER CENTER TECHNICIAN

DEFINITION

Under the general direction of an administrator, performs a variety of vocational and career assistance activities in the Career Center at a comprehensive high school; communicates regularly with teachers, students, parents, community and appropriate government agencies in order to provide career and vocational information services to students; performs assigned clerical duties and other related work as assigned and/or required.

ESSENTIAL DUTIES

- schedules classes to participate in career/vocational/recruitment presentations, including receiving, cataloging, ordering and distributing materials, issuing waivers/collecting fees, displaying and disseminating vocational guidance materials, and other related information
- informs students of the application process and time lines for college admission exams, financial aide, scholarships, careers, colleges/universities/technical schools, and for the armed forces
- performs a variety of clerical tasks such as providing clerical assistance to counselors and administrators in the operation of the Career Center services using a micro-computer, applicable software programs, and other standard business machines and equipment
- conducts presentations for groups of students and individuals regarding careers and the use of the Career Center
- assists teachers with the use of the Career Center multimedia presentations
- administers a variety of vocational and career related exams and assessments to students
- schedules and coordinates speakers, college presentations, career fairs and test preparation classes
- maintains and expands the Career Center's collection of career and vocational publications, audio visual and computerized resource materials
- contacts other agencies, businesses, community groups and individuals for employment opportunities for students
- serves as a liaison between the school and appropriate governmental agencies and institutions
- develops and maintains needed procedures, forms, and operational records
- assists students with career research and selection of options
- schedules student meetings, appointments, and interviews
- performs other duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Modern office methods, procedures, and techniques; student educational counseling and guidance; English usage, spelling, grammar, and punctuation; student placement services and activities; principles of effective student, staff, community, and public relations; standard office machines and equipment; record storage, retrieval, and management systems.

Ability to: Effectively operate a micro-computer and use appropriate software applications; establish and maintain cooperative working relationships; understand the goals and objectives of; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter placement systems; coordinate and organize presentations; communicate effectively in oral and written form to students; establish and maintain cooperative working relationships with students, staff, and the public; understand and follow oral and written directions with minimal supervision.

PHYSICAL DEMANDS

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

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of experience performing general office or clerical functions involving considerable contact with the public and/or public agencies. Career/College guidance, counseling or job placement experience desirable.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in data entry, business practices, office management, or other related skill areas is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.