



TECHNICIAN-COLLEGE & CAREER

DEFINITION:

Under the supervision of the Assistant Principal, provides technical support and guidance to students related to career and college planning, scholarships, testing, financial aid and vocational activities at an assigned high school site; assists students with utilizing career and college center resources; coordinates administration of a variety of tests and exams; performs clerical duties related to college and career program functions and assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops, maintains and disseminates informational materials and resources to students, parents, teachers and the public relating to career guidance, vocational training, scholarships, college and military career options, processes and applications.
- Performs a variety of technical duties related to the operation and maintenance of the District's college and career program center at an assigned high school site; motivates and encourages students concerning career options; refers students to counselors, programs, schools, employers, outside agencies or appropriate personnel.
- Initiates and receives phone calls; schedules appointments; assesses student abilities, qualifications, interests and backgrounds and provide advice concerning career opportunities.
- Explains and assists students with completing college, financial aid, scholarships, employment, community service and summer program applications and forms; assists in scheduling military visits and testing dates.
- Conducts career inventory assessments; assists students in post-secondary college, military and career exploration and research.
- Coordinates administration of a variety of tests and exams; orders and organizes testing materials; schedules testing facilities and room assignments; trains and provides work direction to testing proctors and student aids.
- Serves as an advocate for students with regard to career/college/vocational matters; issues work permits and application fee waivers.
- Maintains, researches and updates print and online library of career and college information and materials such as brochures, catalogs, reference books, forms, applications and other resource materials; compiles and maintains scholarship, testing and financial aid information and materials.
- Communicates with students, parents, District personnel, colleges, employers and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Schedules and arranges for visits and presentations by college, vocational, military and other representatives; advertises and reserve facilities for related events.
- Performs clerical duties related to college and career center functions and assigned activities; compiles and duplicates materials as needed; assemble and disseminate informational materials; processes and assures accuracy and completeness of various forms and applications; maintains various records; updates content of the District's college and career website page.
- Composes and distributes a variety of correspondence and documents such as letters, newsletters, forms, lists, spreadsheets, informational materials and announcements.
- Operates a variety of office equipment including a computer and assigned software; assists students with schedules and utilizing computer resources including on-line applications, search engines and other internet functions.
- Drives a vehicle to conduct work.
- Attends and participates in various meetings, seminars, workshops and conferences; assists with coordinating college fairs, career workshops, booking guest speakers and special events.

QUALIFICATIONS GUIDE

Knowledge of:

- College and Career resources and informational materials.
- Federal and State laws, rules and regulations pertaining to the employment of minors.
- Graduation requirements, employment principles and practices of surrounding agencies.
- College admissions requirements and application process.
- Financial aid application processes and requirements.
- Scholarship application process and resources.
- Oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.

Ability to:

- Perform a variety of technical activities in support of the District's college and career and services at an assigned high school site.
- Provide information and assistance to students concerning college & career planning, testing, scholarships and financial aid.
- Assist students, parents and the public with utilizing college and career center resources.
- Perform clerical duties related to assigned activities.
- Schedule and arrange for visits and presentations by college and career representatives.
- Assess student abilities, qualifications and interests.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment, a computer and assigned software.
- Compile and verify data and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.

EDUCATION/EXPERIENCE:

Any combination equivalent to: associate's degree with course work in counseling, career education, human relations or related field and two years increasingly responsible experience in a school, employment, counseling or educational guidance environment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor/Office Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017