

FALLBROOK UNION HIGH SCHOOL DISTRICT

Career Center Technician

Position Description

BASIC FUNCTION:

Under supervision of the District Career/Vocational Education Coordinator, perform a variety of specialized technical career center duties involving use of independent judgment and requiring accuracy and speed, and to do related work as required.

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

- Plan, organize, and coordinate the functions and activities of the career center.
- Provide students, parents, and staff with various informational materials concerning career and college details and information.
- Assist students with information about course selections, graduation requirements, and other matters as it relates to career, occupational, and college selection.
- Plan, organize and coordinate the national, state and local scholarship application process.
- Work closely with the District Career/Vocational Education Coordinator in the planning and conduct of career awareness programs, and the visitation of college, industry, and military representatives.
- Assist students in the follow-up of individual career plans and in the completion of required applications and documents.
- Receive and maintain career center related software programs.
- Review, evaluate and recommend acquisition of career and college technology hardware and software for use in the career center.
- Prepare and assist in the preparation of a variety of career center materials and learning aids for the use with students.
- Maintain a variety of records and files that may include confidential student information.
- Perform a variety of routine clerical functions.
- In conjunction with the college/career counselor, plan, organize, and coordinate Senior Awards Program annually; communications, invitations, awards, programs, bulletins, reception, etc.
- Coordinate with community representatives and organizations for the purpose of creating volunteer opportunities for students to help meet graduation requirement.
- Aid students, parents and, staff in the set-up and use of Naviance program.
- Assist college/career counselor in administering assessment testing of students.

- Monitor students (TA's) activities in the career center for the purpose of providing a safe and positive environment.
- Assist in providing information and resources to students and parents for securing financial aid programs.
- Establish ongoing communication with students and parents for the purpose of relaying important career center information.
- Solicit information and/or material from colleges, vocational, trade school, and other organizations for the purpose of enhancing career center reference materials to be provided to students and parents.
- Perform tasks related to issuance and maintenance of work permits; verification of eligibility, correspondence to employers, students and parents regarding eligibility, revocation, etc.; provide required reports to CTE staff.
- Maintain career center pages on FUHS website.
- In conjunction with the District Career/Vocational Education Coordinator, further develop the career center to create community relationships and programs to aid students in volunteer opportunities and work experience or job shadowing.

QUALIFICATIONS:

Knowledge of: Methods, procedures and techniques pertaining to a career center, using software applications; Understanding of career guidance and occupational information technology trends, practices and procedures; College entrance requirements and high school graduation and course requirements for admission; Modern office practices, techniques and procedures; Student behavior management strategies and techniques; Appropriate English usage, punctuation, spelling, and grammar; Career/Guidance software programs. Routine record management, storage, and retrieval systems and office practices and procedures.

Ability to: Effectively and efficiently plan, organize and coordinate the career center functions and activities; Demonstrate an understanding, patient, and receptive attitude toward students in a career center setting; Communicate effectively in an oral and written form; Perform routine clerical tasks and operate a variety of computer and peripheral equipment; Utilize a variety of appropriate career and occupational materials and procedures in the enhancement of a positive career center program; Effectively and efficiently provide aid to students in career and occupational planning; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships with students, parents, counseling and administrative staff.

Experience and Education Required: Career Counseling or Counseling service office experience required; Experience in Career Education; Experience working with scholarship foundations and organizations; Experience working with non-profit organizations for the purposes of organizing community service opportunities; Experience working with students, parents, business and community groups. 6 months working in a Career Center/Counseling office setting.

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability (which

may be corrected) to read printed matter and computer monitor display; ability to kneel and bend at the waist and to reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; ability to move and/or lift objects up to 25 pounds

WORK ENVIRONMENT:

Office environment

Supervisor: Principal/Designee
Work Year: 11 Months, 6.5 hours per day
Salary: Range 14 on the Classified Salary Schedule
Overtime Status: Non-Exempt

Created:
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