

East Side Union High School District

Job Title: Career Center Technician

Description of basic functions and responsibilities:

To schedule and organize the activities and operations of assigned career center; to organize and maintain a variety of career, higher education, and military service resource information; and to perform a variety of clerical support functions related to assigned career center operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this job class train, coordinate, and monitor the work of student/volunteer assistants. This job class is responsible for the day-to-day operations and activities of an assigned career center and requires high degrees of organizational and communication skills as well as a high degree of initiative. This job class functions at a journey level of classification.

Supervisor: School Site Administrator

Typical Duties:

Schedules, oversees, and facilitates the use of assigned Career Center; assists users in locating information and using audio visual, microfiche, and computer equipment.

Orders, catalogues, organizes, inventories, updates and maintains information and files including catalogs, brochures, films, and pamphlets related to career opportunities, high education, scholarships/financial aide, military, and job opportunities.

Acts as a major resource person in providing career/college information to students, teachers, counselors, and other appropriate parties.

Promotes Career Center activities; posts bulletins, makes poster, prepares bulletin boards, writes articles, makes presentations to classes, writes and distributes memos and bulletins, etc.

Contacts, schedules, publicizes, and confirms speakers/representatives for presentations regarding career and college opportunities, military service, etc.

Conducts orientations and presentations for students and staff regarding the use, operations, procedures, and resources of assigned Career Center.

Schedules and coordinates class visits into the Career Center; confers with teachers regarding dates, times and/or topics of interest.

Schedules, publicizes, administers, and scores standardized tests and surveys.

Composes/types correspondence, memos, thank you notes, notices, etc. related to Career Center activities and operations.

East Side Union High School District

Maintains computer assisted job description and career programs.

Maintains records and prepares related reports regarding Career Center activities and operations and as assigned.

Plans, organizes, publicizes, and implements special career center activities such as Career Faire, Career Day/Week, Youth Motivation Day, College Information Day, career/college related field trips, etc.

Maintains job information board; receives job openings from businesses and posts job notices.

Maintains calendar of events for assigned Career Center.

Prepares and maintains sign up sheets for Career Center activities; locates/contacts students for appropriate presentations, and issues student passes.

Issues work permit applications; types forms, verifies birthdates; and maintains records/files.

Trains and directs student/volunteer assistants in the Career Center as required.

Attends a variety of meetings/workshops related to Career Center programs and activities

Performs related duties as required.

Employment Standards

Knowledge of correct English usage, spelling, grammar, and punctuation.

Knowledge of proper office methods and practices.

Knowledge of the general needs and behavior of high school students.

Knowledge of effective record keeping practices and procedures

Knowledge of the basic procedures, operations, and activities of a high school Career Center.

Ability to apply basic Career Center procedures and operations to work situations effectively.

Ability to learn and effectively apply the appropriate rules, regulations, and technical procedures used in designated specialized career/vocational programs

Ability to establish, prepare, and maintain a variety of accurate and complete records.

Ability to prepare routine reports.

East Side Union High School District

Ability to understand and follow both oral and written instructions independently.

Ability to operate standard office machines, computer terminal, and designated audio-visual equipment.

Ability to communicate effectively and tactfully in both written and oral forms.

Ability to plan, organize, and prioritize own work and the work of others.

Ability to type accurately at a rate required for successful job performance.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to accurately perform arithmetical calculations.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.