

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: CAREER CENTER TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical support to a student career center at an assigned school site; provide information and assistance to students concerning assigned career resource programs including Regional Occupation Programs (ROP), work experience programs and career center activities utilizing career center resources; perform related clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied technical duties related to the operation and maintenance of a student career center at an assigned school site; motivate and encourage students concerning career options; refer students to counselors, programs, outside agencies or appropriate personnel.

Provide information and assistance to students concerning assigned career resource programs and career center activities; utilize career center resources; initiate and receive phone calls; schedule appointments; assess student abilities, qualifications, interests and backgrounds and provide advice concerning career opportunities; provide students with job referrals.

Confer with students concerning ROP as assigned; respond to inquiries and provide information concerning ROP operations and activities; organize and conduct registration activities for ROP classes.

Process and assure accuracy and completeness of various forms and applications; maintain enrollment information related to assigned programs.

Perform clerical duties related to career center functions and assigned activities; compile and duplicate materials as needed; assemble and disseminate informational packets; assure career center is stocked with college and vocational catalogues, registration forms, brochures and other informational materials; maintain career center in a clean and orderly condition.

Monitor student job performance and attendance as assigned; verify employment activities and information with employers; collect pay stubs, signatures and related documentation as required; confer with employers concerning student performance.

Communicate with students, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to student jobs, community resources, career center functions and assigned duties.

Conduct career center orientations for students and staff; conduct workshops and presentations related to career development and employability skills to youth; schedule and prepare for speakers to confer with students concerning career opportunities; represent ROP at job fairs and other special events as directed.

Input student data and other information into an assigned computer system as required; generate related reports and documentation.

Operate a variety of office equipment including a calculator, copier, laminator, fax machine, typewriter, computer and assigned software.

Prepare and maintain a variety of records and reports related to student information, career center programs, job openings, student employment and assigned activities; establish and maintain filing systems.

Administer and correct career assessment tests; review scores and consult students concerning test results.

OTHER DUTIES:

Assist with writing checks, monitoring department expenditures and documenting student payroll information as directed.

Provide outreach services to community resources, learning centers and other outside agencies as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Record-keeping techniques.
Research methods.
Telephone techniques and etiquette.
Public relations techniques.

ABILITY TO:

Provide technical support to a student career center at an assigned school site.
Provide information and assistance to students concerning assigned career resource programs.
Perform clerical duties related to assigned activities.
Interpret, apply and explain policies, procedures, rules and regulations.
Learn District organization, operations, policies and objectives.
Learn department and program objectives and goals.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Maintain records.
Compile and verify data.
Operate a computer and assigned software.
Type at an acceptable rate of speed.
Understand and follow oral and written instructions.
Meet schedules and time lines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years clerical experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224