

CAREER TECHNICIAN

BASIC PURPOSE OF THE JOB CLASSIFICATION

To provide college, career, and employment information to students, parents, and staff; to maintain and update career and college information; to maintain related reports and files; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within a framework of standard policies and procedures. Performance of these responsibilities requires organizational skills, attention to details, and good communication skills.

REPORTS TO

School Principal

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

- Holds after school discussions with students regarding career goals.
- Assists students, parents, and guardians with researching careers, colleges, and armed services options.
- Selects and orders career and college information and publications, cross referencing materials according to occupation.
- Discusses college admission test procedures, college admission requirements, financial aid requirements, and application deadlines with students.
- Assists students with completing employment applications or resumes, providing information on interview techniques and employment skills.
- Keeps up-to-date information on training prerequisites, job descriptions, job requirements, salary levels, working conditions, etc., in numerous occupational fields.
- Serves as a resource consultant for counseling staff and assists teachers and counselors with implementing career education activities.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Coordinates community service activities between students and community agencies.
- Assists students with collecting job information and communicating with potential employers.
- Arranges field trips and observations for students in a variety of occupations or career areas.
- Organizes and schedules Regional Occupational Program (ROP) courses, maintaining and monitoring student registration in ROP.
- Prepares and maintains student work permits.
- Arranges for and schedules vocational presentations using guest speakers, vocational lectures, audio-visual aids, etc.
- Publicizes employment and community service opportunities to students.
- Prepares correspondence, memos, and related documentation.
- Maintains and updates computerized information retrieval systems.
- Answers the telephone and greets office visitors, taking messages and/or referring calls/visitors to appropriate staff.

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; frequently stands and walks; ability to lift 25 pounds or carry objects weighing over 15 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; regular contact with staff, student and parents.

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DESIRABLE QUALIFICATIONS

Knowledge of :

- Proper English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.

Ability to:

- Learn school/District rules, regulations, and procedures and apply them in a variety of situations.
- Understand and follow both oral and written directions.
- Prepare and maintain a variety of records and reports.
- Perform a variety of office support work.
- Maintain filing and record keeping systems including a computer data base.
- Make arithmetic calculations quickly and accurately.
- Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
- Operate a variety of standard office machines and equipment.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of previous experience in record keeping and office support work.

Special Requirements:

None