

Sweetwater Union High School District

CAREER CENTER TECHNICIAN

Purpose Statement

The job of Career Center Technician is done for the purpose/s of providing technical support to a student career center at an assigned school site; providing information and assistance to students concerning assigned career resource programs including Regional Occupation Programs (ROP), work experience programs and career center activities utilizing career resources; and performing related clerical functions.

Essential Functions

- Assists students concerning assigned career resource programs and career center activities for the purpose of providing them with information on career and/or educational opportunities.
- Conducts career center orientation for students and staff for the purpose of providing information regarding occupational programs, the Career Centers' services, and other post high school opportunities.
- Administers career assessment tests (e.g. corrects tests, review scores, consults students, etc.) for the purpose of evaluating career options and students' interests, abilities, progress, expectations, goals, etc.
- Confers with students concerning ROP assignments for the purpose of responding to inquiries and providing information as assigned.
- Communicates with students, district personnel and outside agencies for the purpose of exchanging information, coordinating activities and resolving issues or concerns related to student jobs, community resources, career center functions and assigned duties.
- Monitors students' job performance and attendance as assigned (e.g. verify employment activities/information, collect pay stubs, signatures, etc.) for the purpose of conferring with employers concerning student's performance.
- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Promotes scholarship, college and career opportunities for the purpose of assisting students in their transition to post high school options.
- Performs related clerical functions (e.g. inputs student data, scheduling, copying, faxing, answering phones, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Prepares a variety of records and reports related to student information, career center programs, job openings, student employment and assigned activities for the purpose of maintaining files and/or conveying information related to program activities.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to

satisfactorily perform the functions of the job includes: business telephone etiquette; concepts of grammar and punctuation; and public speaking techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

Education/Experience

Any combination equivalent to High School diploma or equivalent, and two years of job related experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 2/19/13

Salary Range: 50