

Madera Unified School District Classified Job Description

Career Technician

Purpose Statement

The job of Career Technician was established for the purpose/s of providing support to the instructional program with specific responsibilities for providing students with information on career and/or post high school educational opportunities; administering and interpreting career assessment tools; planning on-site presentations by college and/or career representatives; and managing ongoing department programs.

This job reports to Principal / Site Administrator.

Essential Functions

- Assists students (e.g. financial aid, college materials, applications, on line registration, scholarships, etc.) for the purpose of supporting activities necessary for securing financial aid for post graduation academic and/or vocation opportunities.
- Conducts student workshops and/or presentations for the purpose of providing student with information regarding occupational programs, Career Center's services, and/or other post high school opportunities.
- Coordinates on-campus site visits by college and university recruiters for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Directs student workers and volunteers for the purpose of ensuring that work functions are completed correctly and within specific timeframes.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. inventory of college catalogues, applications and web site locations, etc.) for the purpose of ensuring the availability of materials for internal use and distribution as required.
- Monitors student activities in the Career Center for the purpose of providing a safe and positive environment.
- Participates in a variety of meetings, workshops and committees (e.g. university/college conferences, class visits, community service group meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

- Performs a variety of clerical activities (e.g. copying, filing, collating, answering phones, etc.) for the purpose of supporting the students and staff.
- Prepares a variety of documents, reports and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Schedules career and/or vocational assessments of students' interests and abilities for the purpose of evaluating career options.
- Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college videos, etc.) for the purpose of enhancing the Career Center reference collection and providing additional resource for students and parents.

Other Functions

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

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: college entry requirements and community resources.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize

specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect 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; and significant fine finger dexterity. Generally the job requires 25% sitting, 15% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Two years of clerical experience which includes working with students or teenagers.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range