

LOMPOC UNIFIED SCHOOL DISTRICT

CAREER CENTER TECHNICIAN

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, provide students with information on career and/or post high school educational opportunities; administer and interpret career assessment tools; plan and coordinate on-site presentations by college and/or career representatives.

ESSENTIAL FUNCTIONS:

Assist students with securing financial aid for post graduation academic and/or vocation opportunities; provide information regarding financial aid, college materials, applications, on line registration, scholarships and other relevant information.

Provide support and organize a variety of meetings for assigned academies; recruit mentors; notify mentors and students; research and determine appropriate mentoring topics; make arrangements for food and complete facility use forms; process related purchase orders or checks according to established procedures; make arrangements for field trips, permission slips and speakers as appropriate; prepare academy accountability reports.

Conduct student workshops and/or presentations to provide students with information regarding occupational programs, Career Center's services such as Career Technical Education (CTE) and Regional Occupational Programs (ROP), or other post high school opportunities; organize workshops to educate high school seniors on basic decision-making skills; conduct mock interviews and provide feedback to students.

Coordinate a variety of events and activities including on-campus site visits by college and university recruiters, career days, college fairs and field trips to community colleges or businesses to enhance students' access to educational and career opportunities.

Maintain Career Center information and materials including brochures, reference letters, scholarship applications, computers, inventory of college catalogues, and web site locations; assure availability of materials for internal use and distribution.

Participate in a variety of meetings, workshops and committees to communicate and gather information, and maintain current knowledge of program guidelines.

Perform a variety of clerical activities to support students and staff including copying, filing, collating, answering phones, and other support activities as requested.

Prepare a variety of documents, reports and written materials such as individual awards, invitations, event programs, bulletins, reports and others as assigned; communicate information to parents, staff and/or students.

Research educational and/or career opportunities to provide students with information on educational and/or career opportunities; solicit information and/or materials from colleges and other to enhance the Career Center reference collection and provide additional resources for students and parents.

Schedule career and/or career and technical education assessments of students' interests and abilities; evaluate career options and develop four year plans.

Operate standard office equipment including a copier, fax machine, computer and assigned software.

Monitor student activities in the Career Center to assure a safe and positive working environment.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Career center resources and informational materials.
Federal and State laws, rules and regulations pertaining to the employment of minors.
College admissions requirements and application process.
Financial aid application processes and requirements.
Scholarship application process and resources.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Record-keeping techniques.
Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of activities in support of career center operations and services at an assigned high school site.
Provide assistance and guidance to students in career planning, colleges, testing, financial aid and vocational work experience activities. Research, evaluate and select career planning information.
Schedule and arrange for visits and presentations by college and career representatives.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain career center informational materials.
Type or input data at an acceptable rate of speed.
Maintain confidentiality.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.

FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	May 18, 2017
Board Approval Date:	February 25, 2010
Salary Range:	33