

VISTA UNIFIED SCHOOL DISTRICT

CAREER CENTER TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of technical career center and guidance related services; to plan, organize, and oversee the operation of the career center; to assist students, parents, instructional and counselor staff in providing specialized information concerning career and college and university detail and entrance requirements; to set up, organize, and aid center users in the use of computer assisted career center software applications; to perform routine clerical and supportive tasks for instructional and counselor personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize, and coordinate the functions and activities of the career center.
- Aid students, parents, counselors and instructional personnel in the use of computer application software and various technical informational materials concerning career and college and university entrance detail.
- Assist students in enrollment, course selection, program changes, graduation requirement information, and other matters regarding career and occupational guidance, and college and university selection.
- Plan, organize and coordinate the national, state, and local student scholarship application process.
- Work closely with administrative, counselor, and instructional staff in the planning and conduct of career awareness programs, and the visitation of college, industry, and governmental representatives.
- Tutor individual students, small groups of students, and instructional personnel pertaining to computer-assisted career and guidance activities.
- Assist students in the follow-up of individual career plans and in the completion of required applications and documents.
- Receive, process, set up, install, and maintain computer hardware and career center related software.
- Review, evaluate and recommend acquisition of career technology hardware and software for use in the career center.
- Assist in the shaping of appropriate social behaviors.
- Prepare or assist in the preparation of a variety of career center materials and learning aids for use with individuals, or small groups of students.
- Maintain a variety of records and files, that may include confidential student information.
- Perform a variety of routine clerical functions, including the use of micro computers, terminals, and application software.

QUALIFICATIONS

Knowledge of:

Methods, procedures, and techniques pertaining to a career center, using microcomputer hardware and software application systems;

Career guidance and occupational information technology trends, practices and procedures;

College and university entrance requirements, and required high school graduation and course requirements for admission;

Modern office practices, techniques and procedures;

Student behavior management strategies and techniques;

Appropriate English usage, punctuation, spelling, and grammar;

Routine record management, storage, and retrieval systems and office practices and procedures

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Ability to:

Effectively and efficiently plan, organize and coordinate the career center functions and activities;
Demonstrate an understanding, patient, and receptive attitude toward students in a career center setting;
Communicate effectively in oral and written form;
Perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment;
Utilize a variety of appropriate career and occupational guidance materials and procedures in the enhancement of a positive career center program;
Effectively and efficiently tutor and instruct students in career and occupational planning;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

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

Experience:

Two years of experience working with secondary school level students, counselors, and instructional personnel in a computer assisted career center, or closely related functions and activities.

Education:

Equivalent to the completion of an Associate of Arts degree, supplemented by training or course work in computer instruction, career guidance technology, or other related areas.