

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: COLLEGE AND CAREER GUIDANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of a high school Assistant Principal and the Career Guidance/Vocational Education Specialist organize and operate a Career Guidance Center; plan, organize, develop and implement career events and publicity; assist students with education program planning and post-high school planning; work cooperatively with other public agencies to serve vocational training needs; perform clerical work related to the Career/Guidance Center; perform related work as required.

REPRESENTATIVE DUTIES:

1. Organize, prepare and distribute information to students, parents, teachers, and the public relating to career/college/vocational training, financial aid, scholarships, college and military visitations, ROP programs.
2. Maintain a variety of information and records relating to career/goal setting such as resource materials, catalogs, on-line resources, survey materials, financial aid information, college applications, and scholarships; maintain job board.
3. Assist the Career Guidance Specialist in setting up internships and job shadows for students; setting up of student/parent information nights; coordinating college visitations on and off campus; and assisting students with career/vocational research systems.
4. Assist students, parents, and the core counselors with the college application process; communicate college application deadlines to students and parents.
5. Attend staff development in the college admission process and career/technical education.
6. Provide assistance and coordination with testing materials such as ACT/SAT/SAT II and proctor AP, PLAN, PSAT and ASVAB.
7. Serve as a liaison with the military, ROTC and the U. S. Academies; assist 18-year olds to register for the Selective Service.
8. Maintain accurate student records including career decisions, credit status, grades, and attendance in ROP program; work permits and assessments.
9. Maintain the Career Center computer lab.
10. Perform related duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Career and occupational resources
Occupational classification systems and career/life planning trends
Basic research methods and computer search systems
Report writing and correspondence methods
English usage, spelling, grammar and punctuation
Record-keeping techniques
General principles of supervision and training

Ability to:

Learn specific procedures of a college/career information center
Communicate effectively and tactfully, sometimes under pressure, with students, faculty, staff, and the community, both orally and in writing, in a service-oriented environment
Be sensitive to the needs of individuals from varied socio-economic and educational backgrounds
Operate a computer, LCD projector, fax, digital camera
Prepare and compile accurate records
Work with frequent interruptions
Work independently, with a minimum of supervision
Understand and carry out oral and written instructions
Establish and maintain effective relationships with those contacted in the course of work
Perform complex or varied tasks

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college; courses in career education or college advisement, behavioral sciences or enrollment in career guidance program desirable; experience dealing with students, teenagers or young adults; previous experience in a responsible clerical position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Career Center environment; subject to constant interruptions; subject to sitting and standing for extended periods of time; reaching overhead and above shoulders to maintain files in the Career Center; safely lift and carry objects weighing up to 25 pounds; kneeling or crouching; use a computer requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus and see small details; occasionally stoops, bends and reaches over head; repetitively uses fingers, both hands simultaneously; use a telephone frequently and make presentations requiring clear speaking and ability to hear normal voice conversation; direct contact with students, staff and the general public.

SALARY RANGE: 67

ADOPTED BY PERSONNEL COMMISSION: August 11, 2010

ADOPTED BY BOARD OF EDUCATION: August 24, 2010