

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