

BRIEF DESCRIPTION OF POSITION

Under the direction of an Associate Principal, plans, organizes and operates a high school College and Career Center and provides a wide variety of college and career information and materials; communicates with students, faculty, parents and community representatives to facilitate college career education programs.

STATEMENT OF TYPICAL DUTIES

- a. Plans, organizes, and operates a College and Career Center to provide college and career information and assistance to students, teachers, parents and counselors; provides College and Career Center orientation to large and small groups and individuals. E
- b. Orders, reviews, and catalogs a wide variety of college, career and, technical education guidance materials; catalogs and prepares for use by students; orders and maintains inventory of materials, supplies and equipment. E
- c. Plans, organizes, develops, and implements college and career events and workshops; publicizes College and Career Center services, resources and speaker programs; updates and maintains master calendar of College and Career Center and related activities. E
- d. Schedules, introduces, hosts and evaluates business and community speaker programs for the College and Career Center. E
- e. Researches and obtains information concerning occupations, colleges, financial aid and military programs, as requested; assists and supervises students using College and Career Center; assists students with college and/or career programs and life planning and post-high school planning. E
- f. Coordinates communication with the business community, armed services, community organizations and colleges, and technical education programs/ schools to enhance College and Career Center services. E
- g. Assists with Work Experience Program as assigned, including disseminating, collecting and reviewing forms, processing and maintaining work permits and providing related information and assistance to students. E
- h. Provides work direction and guidance to students working in the College and Career Center. E
- i. Remains current on information related to College and Career Center functions and services; attends various workshops and seminars. E
- j. Maintains a variety of records and files related to College and Career Center functions, operations and activities. E
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Functions and services of a high school College and Career center.
- Audio Visual equipment.
- Career and occupational resources.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Current office practices, procedures and equipment.
- Record keeping techniques.
- District organization, operations, policies and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic research methods.

Ability to:

- Plan, organize and operate a College and Career Center.
- Evaluate and process occupational literature.
- Operate modern office equipment including a computer and applicable software.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.

- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Perform clerical duties such as filing, duplicating, word processing, data entry and maintaining records.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in career guidance or related field and two years of increasingly responsible clerical experience.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

College and Career Center environment.