

## Western Placer Unified School District

### POSITION DESCRIPTION

Position Title: **College & Career Technician**  
Department: Educational Services  
Reports: Site Administrator and/or Ed Services

#### **SUMMARY:**

Under the direction of the site administrator and/or Asst. Supt. of Ed Services assists students and their parents/guardians in preparing for college, workforce, or military services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Holds during and after school discussions with students regarding career goals.
- Assists students, parents, and guardians with researching careers, colleges, and military services options.
- Selects and orders career and college information and publications, cross-referencing materials according to occupation.
- Discusses college admission test procedures, college admission requirements, financial aid requirements, and application deadlines with students.
- Assists students with completing employment applications or resumes, providing information on interview techniques and employment skills.
- Keeps up-to-date information on training prerequisites, job descriptions, job requirements, salary levels, working conditions, etc., in numerous occupational fields.
- Serves as a resource consultant for counseling staff and assists teachers and counselors with implementing career education activities.
- Coordinates community service activities between students and community agencies.
- Assists students with collecting job information and communicating with potential employers.
- Arranges field trips and job shadows for students in a variety of occupations or career areas.
- Prepares and maintains student work permits.
- Arranges for and schedules college and vocational presentations using guest speakers, lectures, audio-visual aids, etc.
- Publicizes employment (including school-based internships) and community service opportunities to students.
- Prepares correspondence, memos, and related documentation.
- Maintains and updates computerized information retrieval systems.
- Answers the telephone and greets visitors, taking messages and/or referring calls/visitors to appropriate staff.
- Other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Four-year college degree preferred, preferably in education or other college/career related field. Two years of increasingly responsible experience in supporting college and career readiness.

**LANGUAGE SKILLS:**

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs. Ability to solve one- and two-step algebraic equations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***

**BOARD APPROVED 08/17/21**