ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

Title:	College/Career Specialist	Reports To:	Site Administrator	
Department:	Counseling	Bargaining Unit:	☐ CSEA 860 ☒ CSEA 27 ☐ AEA	☐ Management ☐ Confidential ☐ Unrepresented
Hours:	Varies	No. of Work Days:	200	
FLSA Classification:	☐ Exempt ☒ Non Exempt	Type:	☒ Reclassification ☒ Update of job description ☐ New job description	
Salary Schedule:	☐ Contract ☐ Executive Cabinet ☐ Administrative/Supervisory ☐ Confidential		☐ Licensed ☐ Unrepresented ☒ CSEA 27 – Range 35 ☐ CSEA 860	

DEFINITION

Under general supervision, performs a variety of technical duties in providing education and employment services, guidance, and assistance to students; provides students with resources related to post secondary school admissions, career planning, and vocational work experience activities; communicates with counselors, teachers, and parents/guardians; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Site Administrator.

ESSENTIAL FUNCTIONS

- Meets with students on a one-on-one basis to identify and evaluate post secondary school and career interests; provides students with resources and information related to interests.
- Coordinates and conducts various college and career services workshops and presentations.
- Assists students and parents/guardians with Scholastic Aptitude Test (SAT) preparation classes, college admissions processes, and financial aid and scholarship programs.
- Issues student work permits according to state regulations; maintains and updates records; monitors student compliance with District Grade Point Average (GPA) and attendance standards; composes and distributes notices to students, parents/guardians, and employers for students who fail to meet standards.
- Communicates with counselors, teachers, and students; works with counselors to develop strategies to address educational performance issues.
- In coordination with the counseling department, may write Secondary School Reports for students requesting it; reviews student's transcript, rank, and overall GPA.

- Administers career interest inventories with freshman and sophomore students; assists students in determining appropriate career fields based on their interests and advises on academic and vocational courses of study and preparation, including appropriate training or educational institutes.
- Participates in coordinating administration of the senior survey, including tracking student responses, maintaining data, and providing reports to administrators.
- May develop post-secondary education and career materials to publicize and promote career planning activities and scholarship opportunities; collect, maintain and distribute related materials.
- Communicate with parents/guardians, counselors, teachers and others to provide information and respond to questions, issues or concerns; serve on a variety of committees as assigned.
- Processes fee waiver distribution for SAT and American College Test (ACT).
- Coordinates SAT preparation classes on campus.
- Assists in planning, coordinating, and implementing annual college fair; assists in recruiting post secondary school admissions representatives for the fair and presentations.
- Performs various administrative support as it relates to the College and Career Center Program, including updating website, filing, and composing a variety of documents, forms, memos, reports, and correspondence.
- Attends and participates in program-related conferences and meetings.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and needs related to the development and implementation of college and career services related programs, including admissions requirements, financial aid and scholarship programs, and career resources.
- Procedures for planning and conducting a variety of presentations and workshops.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for presentations, correspondence, and other written materials.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Coordinate and implement assigned program services, projects, and activities.
- Provide sound advice and coaching to students related to college and career services.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and District policies, procedures, and regulations.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.

- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, and meet deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade;
- Completion of at least two years of study at a college or university; OR
- Two (2) years of experience working in a high school level or higher college and career counseling center or equivalent experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver's License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	**I**		Lift/carry 0-10 lbs	**F**
Twist	**O**		Lift/carry 11-25 lbs	**I**
Squat	**I**		Lift/carry 26-40 lbs	**O**
Kneel	**I**		Lift/carry 41-100 lbs	**N**
Climb	**O**		Stand	**I**
Reach above shoulder	**I**		Walk	**I**
Grip/Grasp	**F**		Sit	**F**
Extend/Flex Neck	**O**		Drive	**O**
Use Dominant Hand	**F**		Perform Repetitive Hand Motions	**F**
Use Non-Dominant Hand	**O**		Keyboarding/Mouse Work	**F**
Ability to See	**F**		Ability to Hear	**F**

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, parents, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.