

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Career Education Technician

DEPARTMENT/DIVISION: High School

POSITION SUMMARY:

Under general direction of the site Principal, to assist in the operation of the Career Center; to provide a variety of office and technical assistance for career and college preparation programs; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. As directed by the Principal or his/her designee, provides specialized office and technical support.
2. Conducts effective communication with students, parents/guardians, staff, and the public in person, by phone, and via electronic communication; maintains records, reports, and operates standard office machines.
3. Composes correspondence from brief verbal instructions and upon own initiative.
4. Coordinates campus visits/presentations with college/university admissions representatives via in-person or virtual, military personnel, apprenticeship programs, and career related personnel; utilizing district scheduling software as required.
5. Arrange for UC and CSU application workshops via in-person or virtual for college eligible students.
6. Creates student invitations and passes for Career Center related activities and reports attendance accordingly.
7. Coordinates career based testing, including but not limited to ASVAB and interpretation of scores sessions twice per year in fall and spring to include logistics and student attendance reporting. Maintain associated testing score files and records.
8. Process work permit applications using the student information system to determine eligibility and maintains work permit files and records ensuring confidentiality of student social security numbers. Assists with audits as required.
9. Prepare scholarship listings/postings throughout the school year and distributes through electronic and hard copy methods as needed. Schedules student scholarship interviews for community organizations as required.
10. Assist counseling staff with the coordination of scholarship winners' recognition night to include the preparation of logistics, agendas, collection of awards, invitations to community participants and senior population.
11. Assist counseling staff with testing programs, including but not limited to distribution of SAT and ACT fee waivers, provide literature and answer questions as needed regarding SAT and ACT college entrance exams and financial aid (FAFSA) information.
12. Responsible for ordering diplomas and certificates of completion for graduating seniors.
13. Maintain Career Center related literature including college and university information, job postings, work permit applications, community service opportunities, scholarships, and financial aid information. Serves as Contact point for community leadership program opportunities such as Boys and Girls State,

- Camp RYLA, HOBY, etc.
14. Provide current career exploration information to students.
 15. May provide clerical support for counseling and administrative staff.
 16. Maintain prompt attendance.
 17. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of increasingly responsible specialized office and technical experience, preferably to include at least one year of working in a public high school setting.

SKILLS AND QUALIFICATIONS:

1. Knowledge of functions and operations performed at a large public high school.
2. Knowledge of specialized office methods and practices including filing systems, telephone etiquette and techniques, business forms, letter and report writing.
3. Knowledge of business English, including vocabulary, correct grammatical usage and punctuation.
4. Ability to interpret High school policies and regulations and apply them with good judgement in a variety of procedural matters.
5. Computer skills, including but not limited to-a variety of software programs.
6. Operate a variety of standard office equipment with speed and accuracy.
7. Ability to compile and maintain accurate and complete records and reports.
8. Ability to understand and carry out oral and written directions and procedures.
9. Ability to establish and maintain cooperative and effective relationships with students, parents, and administrative officials.
10. Must have strong organizational skills.
11. Ability to type at a speed of 50 words per minute from clear copy.
12. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without visual aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop, and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds to waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment

and come in direct contact with school district staff, students, parents, and the public.

SALARY: Classified Range 34

ADOPTED H.S. BOARD: 8/78

REVISED: 9/13/22