



LOMPEC UNIFIED SCHOOL DISTRICT

CAREER CENTER TECHNICIAN

JOB SUMMARY:

Under the direction of an assigned supervisor, provide students with information on college, career, and post high school educational opportunities; administer and interpret career assessment tools; plan and coordinate on-site presentations by college and/or career representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist students with securing financial aid for post-graduation academic and/or vocation opportunities; provide information regarding financial aid, college materials, applications, online registration, scholarships and other relevant information.
- Provide support and organize a variety of meetings for assigned academies; recruit mentors; notify mentors and students; research and determine appropriate mentoring topics; make arrangements for food and complete facility use forms; process related purchase orders or checks according to established procedures; make arrangements for field trips, permission slips and speakers as appropriate; prepare academy accountability reports.
- Conduct student workshops and/or presentations to provide students with information regarding occupational programs, Career Center's services such as Career Technical Education (CTE) and Regional Occupational Programs (ROP), or other post high school opportunities; organize workshops to educate high school seniors on basic decision-making skills; conduct mock interviews and provide feedback to students. create videos for CTE.
- Coordinate a variety of events and activities including on-campus site visits by college and university recruiters, career days, college fairs and field trips to community colleges or businesses to enhance students' access to educational and career opportunities.
- Maintain College/Career Center information and materials including brochures, reference letters, scholarship applications, computers, inventory of college catalogues, and web site locations; assure availability of materials for internal use and distribution; building websites for the program and produce videos for college recruiters
- Work closely with community colleges; assist with building student post-secondary schedules.
- Contact and schedule military recruiter visitations; provide student with testing assessments, contact recruiters for students
- Participate in a variety of meetings, workshops and committees to communicate and gather information, and maintain current knowledge of program guidelines.
- Perform a variety of clerical activities to support students and staff including copying, filing, collating, answering phones, and other support activities as requested.

- Prepare a variety of documents, reports, and written materials such as individual awards, invitations, event programs, bulletins, reports and others as assigned; communicate information to parents, staff and/or students.
- Research educational and/or career opportunities to provide students with information on educational and/or career opportunities; solicit information and/or materials from colleges and other to enhance the Career Center reference collection and provide additional resources for students and parents.
- Schedule college, career and/or career and technical education assessments of students' interests and abilities; evaluate career options and develop four-year college plans.
- Operate standard office equipment including a copier, fax machine, computer and assigned software.
- Monitor student activities in the Career Center to assure a safe and positive working environment.
- Assist with job search, applications, resumes, cover letters, and placement; provide information on volunteer opportunities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college level coursework in a humanity, sociology, communications or related field and two years of increasingly responsible clerical experience.

Knowledge of:

- Federal and State laws, rules and regulations pertaining to the employment of minors.
- College admissions requirements and application process.
- Financial aid application processes and requirements.
- Computer software and video editing software.
- Scholarship application process and resources.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping techniques.
- Telephone techniques and etiquette.

Ability to:

- Perform a variety of activities in support of career center operations and services at an assigned high school site.
- Provide assistance and guidance to students in career planning, colleges, testing, financial aid and vocational work experience activities.
- Research, evaluate and select career planning information.
- Schedule and arrange for visits and presentations by college and career representatives.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain career center informational materials.
- Type or input data at an acceptable rate of speed.

- Maintain confidentiality.
- Meet schedules and timelines

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Some outdoors

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 34