OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: COLLEGE/CAREER READINESS TECHNICIAN

SALARY LEVEL:	15	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO:	School Principal		
APPROVED BY:	Board of Trustees	DATE:	5/19/2021

SUMMARY: Under school site administrative direction, performs duties related to assisting the school counseling department in providing career and post-secondary educational opportunities for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Assist in providing a comprehensive and integrated career guidance program for high school students in conjunction with the high school counselors.
- Assist in providing current college information, and assists with searches, requirements and applications. Compiles and posts updated lists of available scholarships.
- Assist in providing career information from a variety of sources including written materials, computer programs, videos, tapes, speakers and tours.
- Make classroom presentations
- Assist in providing financial aid information, helps students fill out forms, holds financial aid workshops.
- Assists students with developing resumes, completing college applications, working with college and career exploration software and other work related documents.
- Assist students in finding community service volunteer opportunities and if required, monitoring student community service hours
- Assist students with SAT, PSAT, ACT test dates, test information and test study guides.
- Perform 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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Career guidance information
- College scholarship and financial aid information
- Career education pathways
- Correct English usage, spelling, grammar and punctuation

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); experience working with spreadsheets and databases; prior experience working in an educational setting or other youth-oriented program is desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

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, percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License preferred
KeyboardCertificate (45 WPM minimum)
First Aid Certificate preferred
CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and other in an open, friendly business-like manner.

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 use hands to manipulate or fell objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.