TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Career Center Technician **CLASSIFICATION: Classified**
DEPARTMENT: School Site _Secondary

DESCRIPTION OF POSITION

Under the direct supervision of the site Principal, plans, organizes, and operates a secondary school Career Center. This position provides a wide variety of career information, materials and experiences to both students and teachers; communicates to students, staff, parents and community representatives concerning student career planning and college entrance.

REPRESENTATIVE DUTIES

- Organizes, maintains, and operates the Career Center and its career related library functions to provide career and college entrance information and assistance to students, staff, and parents.
- Coordinates and schedules career activities, programs, and guest speakers.
- Prepares career education and instructional materials for use by teachers and students and assists students in locating and utilizing college/career information.
- Obtains, organizes, files, and displays guidance materials.
- Provides clerical support to publicize Career Center activities.
- Assist with the distribution and collection of textbooks
- Carries out related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists teachers and parents with career activities and information.
- Assists students in using materials and equipment.
- Assists the Counseling Department in career related activities.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Basis research methods and principles of library organization.
- Principles of college and technical career education.
- Standard office personal computer software.

Requires Ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Work independently with a minimum of supervision.
- Prepare and compile accurate records

- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

A minimum of three years of increasingly responsible experience in a clerical support role.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 20 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, and move around the work site.
- Employees in this classification work in a standard office environment.

Range 12
Approved: 08/16/00
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