



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CAREER CENTER ASSISTANT
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** School Days + 10 (192 Days)
SALARY: Range 41 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

JOB SUMMARY:

Under general supervision, assist in the supervision and operation of the Career Center; participate in the coordination of the career exploration experiences for students; and perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require knowledge of procedures and strategies in a professional field that is gained through considerable training and experience. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. At this level, the employee, having developed expertise in this line of work, is responsible for planning and carrying out assignments; resolving most conflicts that arise; and coordinating work with others as necessary. Personal contacts are with school administrators, teachers, students, and members of the business community. The purpose is to plan, coordinate, and advise on work efforts associated with the Career Center.

ESSENTIAL FUNCTIONS:

1. Work with counseling staff and career coordinators to help students identify a career pathway, and to facilitate workplace learning experience placements.
2. Organize, implement and monitor the resources and services of assigned Career Center; and coordinate activities and functions with appropriate staff, administrators, and outside parties including employers, higher education representatives, and community organizations.
3. Schedule and facilitate use of the Career Center; conduct orientations for and supervise Career Center users to familiarize them with equipment, services and resources and to provide guidance and assistance; and perform research and special projects in response to requests.
4. Plan, schedule, coordinate and promote events, programs and activities, such as but not limited to speakers/presentations, workshops, and "Career Night".
5. Recruit local employers and organize their participation in providing job shadowing and internships for students.
6. Prepare and present career planning and placement orientation programs; assist in administering and interpreting vocational aptitude tests; assist student with their career search; assist students to create resume and work sample portfolios.
7. Serve as a member of the school site core team that sets goals and objectives for the College and Career Center.
8. Process and provide students with work permit applications; assure students qualify for work permits by reviewing academic and attendance records; type work permits and compile required signatures.
9. Train, direct and monitor the work of student volunteers within the program.
10. Prepare and maintain a variety of records and reports related to student work permits, grades, attendance and assigned activities; establish and maintain filing systems.
11. Develop after school work/volunteer opportunities for students; issue work permits.
12. Contact and coordinate guest speakers for classroom presentations; assist with planning and coordinating career day program.

13. Compile data for administrative and District reporting.
14. Update job postings in the Career Center, and order and display career and job placement information.
15. Establish and maintain relationships with businesses and community organizations to source job and career exploration opportunities for students.
16. May develop brochures, newsletters and other Career Center communication materials.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION AND EXPERIENCE:

- Associate Arts degree.
- Three (3) years of experience working with students in a vocational services capacity.

KNOWLEDGE OF:

- Local labor market and career resources in San Mateo County.
- District educational policies and procedures.
- Office administrative practices, procedures.
- Modern office practices, procedures and computer equipment.
- Systems and procedures used for updating and maintaining a variety of records.
- Correct English usage, spelling, grammar and punctuation.

EXPERIENCED WITH:

- Understand and carry out oral and written directions.
- Operate modern office equipment, computer and various software programs.
- Learn, interpret, and communicate department rules, regulations, and policies.
- Communicate effectively both orally and in writing including speaking and listening to people individually and in groups.
- Organize work tasks to meet deadlines.
- Exercise discretion and tact in dealing with the needs of students.
- Analyze situations accurately and implement effective courses of action.
- Work effectively with others to accomplish common goals.
- Learn and master operation of standard business machines including a computer.
- Type at a speed of 45 WPM.
- Work independently with frequent interruptions.
- Identify strategies for continuous improvement.
- Write reports and correspondence.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Mobility to move from desk to cabinets and files within a department.
- Occasionally lift and/or move up to 25 pounds or more.

LICENSE AND OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.