

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CAREER GUIDANCE TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform varied technical duties related to the operation and maintenance of a Career Center; communicate with counselors, teachers and parents and provide assistance and guidance to students in career planning and vocational work experience activities; prepare, order, maintain and distribute college catalogs and other information resources related to career planning.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied technical duties related to the operation and maintenance of a Career Center; communicate with counselors, teachers and parents and provide assistance and guidance to students in career planning and vocational work experience activities.

Conduct orientations for students and staff in the Career Center; conduct workshops and presentations related to career development and employability skills to high risk youth; assist students with career assessments and career research.

Assist students and adults in locating, evaluating and selecting career assessment and planning materials and resources; assist students in enrollment activities for independent study; maintain current knowledge of employment opportunities.

Conduct orientations, workshops and presentations to independent study students according to established procedures; prepare and distribute a variety of information, including enrollment forms, applications and other resource information; respond to questions, issues and concerns.

Assist in administering vocational interest inventories, placement and aptitude tests; assist students in completing test registration materials; review student transcripts and place students in appropriate categories according to established procedures.

Schedule appointments with counselors and prepare student files.

Coordinate and/or participate in outreach events that will help students and community members in obtaining information regarding career options.

Develop career and job bulletins and other materials to publicize and promote career planning activities; collect, maintain and distribute related materials.

Communicate with parents, counselors and others to provide information and respond to questions, issues or concerns.

Perform varied clerical duties in support of the Career Center program such as composing correspondence and maintaining records of student grades and other occupational materials.

Assist students with related instructional units, remedial instruction materials and others.

Develop multimedia instructional materials and operate related equipment.

Maintain a clean and orderly environment in the Center; maintain the Career Center video library and assist students in the operation of audio-visual equipment as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Career resources and informational materials.

Federal and State laws, rules and regulations pertaining to the employment of minors.

Operation of audio-visual equipment and computer terminals.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Develop promotional materials for career planning activities.

Clerical and record-keeping techniques.

Telephone techniques and etiquette.

**ABILITY TO:**

Assist certificated personnel in planning and providing career guidance activities and resources in the Career Center.

Research, evaluate and select career planning information.

Communicate effectively with students, parents, faculty, administrators, employers and others.

Perform varied and responsible clerical duties in support of the Career Center.

Maintain a variety of records and prepare correspondence independently.

Plan, organize and coordinate career planning events and activities

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or the equivalent. Two years of college-level coursework in a related field.

Experience: Two years of increasingly responsible paid clerical experience in an employment or educational guidance environment.

Any combination of training and experience that would likely provide the required knowledge and abilities may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Career Center environment.

Constant interruptions.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time.

Reaching overhead and above shoulders to maintain files.

Hearing and speaking to exchange information and make presentations.

Seeing to prepare and maintain records and reports.

Dexterity of hands and fingers to operate standard office equipment.