JOB DESCRIPTION
Tahoe Truckee Unified School District

CAREER CENTER TECHNICIAN

Purpose Statement:

The job of Career Center Technician is done for the purpose/s of providing students with information on career and/or post high school educational opportunities; administering and interpreting career assessment tools; planning on-site presentations by college and/or career representatives and managing ongoing department programs.

Essential Functions

- Assesses students' interests and abilities for the purpose of assisting them in researching/evaluating, career/educational options.
- Assists students (e.g. resume/interviewing/test taking skills, etc) for the purpose of providing information on activities, career and/or educational opportunities.
- Composes documents (e.g. correspondence, newsletters, event programs, bulletins, reports, etc.) for the purpose of communicating information to students, school and district personnel, the public, etc.
- Conducts classroom presentations, after school workshops and presentations for the purpose of providing student recognition and/or information regarding occupational programs, the Career Center's services, and other post high school opportunities.
- Maintains a wide variety of college and career-related materials (e.g. inventory of college catalogues, applications and web site locations, etc.) for the purpose of ensuring the availability of materials for internal use and distribution as required.
- Monitors student activities in the Career Center for the purpose of providing a safe and positive environment.
- Promotes scholarship, college, career and enrichment opportunities for the purpose of assisting students in transitioning out of post high school.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings, workshops, conferences, etc for the purpose of keeping current on requirements/opportunities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: Internet search engines

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being resourceful; communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, and 20% standing. The job is performed under a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

TB Clearance
Criminal Justice/Fingerprint Clearance

FLSA Status	Approval Date	Salary Grade
Not Evaluated		Classif. 13