



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

CAREER CENTER TECHNICIAN

DEFINITION:

Under the direction of the assigned Administrator or Supervisor, perform a variety of vocational and career assistance activities in the Career Center at a comprehensive high school; communicates regularly with teachers, students, parents, community and appropriate government agencies in order to provide career and vocational information services to students; perform other job-related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Schedule classes to participate in career/vocational/recruitment presentations, including receiving, cataloging, ordering and distributing materials, issuing waivers/collecting fees, displaying and disseminating vocational guidance materials and other related information.
- Inform students of the application process and timelines for college admission exams, financial aid, scholarships, careers, colleges/universities/technical schools, and for the armed forces.
- Perform a variety of clerical tasks such as providing clerical assistance to counselors and administrators in the operation of the Career Center services using a -computer, applicable software programs and other standard business machines and equipment.
- Conduct presentations for groups of students and individuals regarding careers and the use of the Career Center.
- Assist teachers with the use of the Career Center multimedia presentations.
- Administer a variety of vocational and career related exams and assessments to students.
- Schedule and coordinate speakers, college presentations, career fairs and test preparation classes.
- Maintain and expand the Career Center's collection of career and vocational publications, audio visual and digital resources.
- Contact other agencies, businesses, community groups and individuals for employment opportunities for students.
- Serve as a liaison between the school and appropriate governmental agencies and institutions.
- Develop and maintain needed procedures, forms, and operational records.
- Assist students with career research and selection of options.
- Schedules student meetings, appointments, and interviews.
- Perform other job-related duties as assigned and/or required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, procedures and techniques.
- Student educational counseling and guidance.
- English usage, spelling, grammar and punctuation; student placement services and activities.

- Principles of effective student, staff, community and public relations.
- Understand and follow oral and written directions.
- Standard office machines and equipment.
- Record storage, retrieval and management systems.

ABILITY TO:

- Effectively operate a computer and use appropriate software applications.
- Establish and maintain cooperative working relationships.
- Perform general clerical work with speed and accuracy.
- Establish and maintain specialized subject matter placement systems.
- Coordinate and organize presentations.
- Communicate effectively in oral and written form.
- Understand and follow oral and written directions with minimal supervision.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Two years of experience performing general office or clerical functions involving considerable contact with the public and/or public agencies. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Career/College guidance, counseling or job placement experience preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Fast Paced Work Environment

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate a computer keyboard and business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Bending, kneeling or crouching. May be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather.

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