

## CAREER CENTER/STUDENT SUPPORT TECHNICIAN - DHS

### **BASIC FUNCTION:**

Under the direction of the Principal, plan, organize and coordinate a variety of college and career-related activities; provide technical assistance to students in areas related to gathering, researching and understanding current career and college information and with preparing related documents; serve as liaison between the high school and business community; perform other functions related to student services. This position is assigned to an alternative high school.

### **REPRESENTATIVE DUTIES:**

- Administers career and/or vocational assessments of students' interests and abilities for the purpose of evaluating career options. **E**
- Develop and maintain methods used to inform students regarding career opportunities, post-secondary education and the requirement for various options following high school graduation; coordinate program goals, career pathways, and requirements; communicate related information to parents, students, staff and other stakeholders. **E**
- Provide technical assistance to students in areas related to gathering, researching and understanding current career and college information; introduce students to the Career Center and available resources in print and on-line. **E**
- Assist students with the preparation of resumes and job applications. **E**
- Provide timely information to students regarding financial assistance; coordinate scholarship information; provide forms, applications and information regarding financial assistance to students and parents as needed; assist with filling out forms as needed. **E**
- Conduct college and career-related class presentations; work with teachers to provide career information to students relevant to their interests. **E**
- Participate in the distribution and collection of textbooks and other instructional materials; process instructional materials according to established procedures. **E**
- Update relevant fee information into the student database and library system; process letters and other materials related to fees; work in conjunction with school sites to ensure fees are accurate.
- Coordinate all aspects of student ID Card, including photos, replacement cards, associated fees; maintain current student picture in student database,
- Participate in the development of career curriculum; prepare forms to be used in class projects and participate in related activities. **E**
- Operate a computer and other office equipment as assigned; operate various audio-visual equipment. **E**
- Serve as liaison between various businesses and the school; facilitate job placement of students. **E**
- Provide media equipment to teachers; check equipment in and out according to established procedures; explain and demonstrate the proper use of equipment as needed.
- Provide information to new students regarding the Career Center and various programs; input new student information into appropriate computer system.
- Maintain current career information; attend career conferences, workshops and review literature to maintain current knowledge of trends, materials and software programs; order supplies and materials as needed.
- Train and provide work direction to assigned staff.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Career and occupational resources, trends and opportunities.  
College and trade school entrance requirements and procedures.  
Library policies, procedures and equipment.  
District organization, operations, policies and objectives.  
Laws, rules, regulations, guidelines and procedures related to assigned activities.  
Record-keeping and resume preparation techniques.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Oral and written communication skills.  
Operate a computer and assigned software.

**ABILITY TO:**

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.  
Provide technical assistance to students in areas related to gathering, researching and understanding current career and college information.  
Assist with the preparation of resumes and job applications.  
Serve as liaison between the high school and business community.  
Conduct career-related class presentations.  
Orient students and others to the College and Career Center.  
Operate a computer and other office equipment as assigned.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work and two years increasingly responsible clerical or office coordination experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

College and Career Center environment.  
Classroom and learning environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Lifting light objects.  
Pushing or pulling carts.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching to retrieve materials.

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