

CAREER CENTER SPECIALIST

BASIC FUNCTION:

Under the direction of an Assistant Principal, plan, organize and coordinate the operation and administration of the Career Center; assist students in research, identification and evaluation of career and college requirements; assist students in problem-solving, time management and skill and interest identification.

REPRESENTATIVE DUTIES:

- Develop and maintain methods to inform students regarding career opportunities, post-secondary education and the requirements for various options following high school graduation; coordinate program goals, career pathways and requirements and communicate related information to parents, staff and students; develop and implement sequential career education programs for students with special needs such as LEP/ESL and Resource students. **E**
- Attend various meetings and participate on assigned committees; design and implement staff training sessions and workshops to increase collaboration and communications between departments; arrange career visitations in business and industry for students seeking career information or job shadowing experience. **E**
- Provide advisory services related to supporting the 6-year plan curriculum and student needs; update information in books, computer programs and multi-media programs as needed. **E**
- Assist students in research, identification and evaluation of career and college requirements; assist students in problem-solving, time management and skill and interest identification; develop and implement student guidance portfolios. **E**
- Coordinate campus college and vocational representative visitations; coordinate admission workshops for students and parents; formulate and distribute forms and applications related to college admissions, testing and related forms; provide college placement information and individual consultations with parents/students; provide information regarding apprenticeship programs; provide information regarding college major selection requirements. **E**
- Provide the educational component of career units by developing and implementing successful strategies for sequential curriculum planning; arrange and conduct classes in various subject areas; administer and interpret grade level interest inventory assessments; communicate with teachers to develop lesson plans and supplementary materials for job-seeking/skill-training presentations. **E**
- Provide timely information to students regarding financial assistance; coordinate scholarship information; provide forms, applications and information regarding financial assistance as needed; assist in the dissemination and evaluation of student fee waivers. **E**
- Develop and integrate support programs at the high school; serve as resource and liaison with outside agencies to support students with specific interests; monitor student progress and participation in assigned programs. **E**
- Operate a computer and other office equipment as assigned; operate various audio-visual equipment. **E**
- Serve as liaison for post-graduate students and provide for follow-up and mentoring as appropriate. **E**
- Train and provide work direction to student assistants, volunteers, teacher assistants and other as assigned; assign and review work.
- Perform related duties as assigned.

KNOWLEDGE OF:

Career and occupational resources, trends and opportunities.
College and trade school entrance requirements and procedures.
Methods and techniques used in career counseling.
District organization, operations, policies and objectives.
Financial aid guidelines and procedures.
Laws, rules, regulations, guidelines and procedures related to assigned activities.
Record-keeping and grant writing techniques.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Oral and written communication skills.
Operate a computer and assigned software.

ABILITY TO:

Plan, organize and coordinate the operation and administration of the Career Center.
Assist students in research, identification and evaluation of career and college requirements.
Assist students in problem-solving, time management and skill and interest identification.
Develop and provide information and materials related to career/college opportunities.
Obtain, evaluate and process occupational literature.
Train and provide work direction to others.
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.
Compose correspondence independently.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in career guidance, education, social science or related field and three years increasingly responsible office experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office 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.

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