

## CAREER CENTER TECHNICIAN

### **BASIC FUNCTION:**

Under the direction of an Assistant Principal, plan, organize and coordinate a variety of career-related activities; provide technical assistance to students in areas related to gathering, researching and understanding current career and college information and with preparing resumes and job applications; serve as liaison between the high school and business community; assist with various aspects of the Learning Center; conduct career-related class presentations.

### **REPRESENTATIVE DUTIES:**

- Plan, organize and coordinate a variety of career-related activities including arranging various speakers, testing activities, career fairs and other activities. **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 including books and network systems. **E**
- Assist students with the preparation of resumes and job applications. **E**
- Conduct career-related class presentations; work with teachers to provide career information to students relevant to their interests. **E**
- Administer and process interest inventories; schedule and make arrangements for inventories; explain purpose of inventories and proper completion of the form; input data and establish career files for students. **E**
- Assist students and staff in the use of the Learning Center including working with classes and individual students; explain computerized card catalogue, how and where to locate books, proper usage of the computer and related systems, and provide other information as requested. **E**
- Participate in the distribution and collection of textbooks; process textbooks according to established procedures. **E**
- Oversee the operation of the Career Path program; present information to parents of incoming students and administer testing for career path placement; participate in the evaluation and updating of career path booklets; advise students on career path selection. **E**
- 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 and library 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 Career and Learning Centers.  
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:**

Career Center and Learning Center 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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