

MILPITAS UNIFIED SCHOOL DISTRICT

TITLE: College and Career Technician
REPORTS TO: Assigned Supervisor
WORK YEAR: 11 Months

DEPARTMENT: Milpitas High School
RANGE: 16
CLASSIFICATION: Classified

Basic Function:

Under the direction of an assigned supervisor, maintain and organize school college and career information center and assist students, teachers, parents and the community by providing information, materials and resources dealing with career planning and college entrance. *Create and maintain a positive and warm atmosphere for students, staff and community.*

Essential Functions and Responsibilities:

Maintain college and career website and career center displays. Disseminate current information on careers, employment, prospects, employment trends, job requirements, military and opportunities for higher and vocational training, including scholarships and financial aid to staff, students and community through multiple platforms such as School Loop, emails, fliers etc.

Provide career and college entrance information to students, teachers, parents and counselors; coordinate day-to-day operations and schedule activities, programs, and guest speakers ~~and parents~~.

Assist pupils and staff directly in the effective use of information for career planning and preparation.

Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.

Assist users in the operation of computer programs and files and informational websites to research college, career and scholarship information; conduct training sessions for individual and class visits on the use of career center resources and programs.

Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize College and Career Center services, resources and speaker programs. ☐

Contact, schedule and arrange guest speakers from local business community, colleges and military services to present information regarding specific occupations.

Schedule visitations by representatives from local college, universities, and financial aid groups; organize, coordinate and publicize College and Career-related events and other opportunities for students to learn about higher education and vocational training and preparation, scholarships, financial aid and community resources.

Work cooperatively with the business and industrial community to provide pupils with career and scholarship information.

Coordinate the daily operation of the school's College/Career Center including visits by parents and guest speakers and organizing various College and Career events such as field trips, medical day, financial aid night, college and career weeks, and senior awards night.

Maintain current lists, calendar of events, and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and monitor application progress for both scholarships and financial aid.

Provide a variety of information to students a regarding labor laws for students, parents and employers, job safety, employment opportunities, problem-solving on the job, career search/vocational planning, and information regarding colleges and trade schools; utilize catalogs, videos and speakers as necessary. Provide work permits to eligible students. *E*

Maintain records of Career Center activities and programs; maintain inventory records of materials and equipment and assist in determining purchase priorities.

Supervise student aides.

Attend appropriate workshops, conferences, and college and career events to gather information.

Assists in accomplishing campus, department and District goals by collaborating with different departments and groups at Milpitas High School such as counseling department, PTSA, Librarian, work ability program and office staff. *E*

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Any combination equivalent to: Graduation from high school including or supplemented by courses in typing and office practices; and three (3) years of office clerical experience, at least one (1) year of which has been at a responsible position preferably with students in an organized setting. Additional college level education and/or experience is desirable. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Positions in this class require skills in organization, and communication, including specialized contact with students, staff and the community. This position requires basic clerical and computer skills.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and college and career guidance program software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

Learn policies and objectives of the Career Center.

Learn sources of college and career resources and informational materials.

Learn methods of career assessment.

Learn financial aid and scholarship policies and procedures.

Prepare and deliver College and career center orientations.

Operate a variety of office equipment including a computer and college and career guidance program software.

Maintain records.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Meet schedules and time lines.

Plan and organize work.

ABILITY TO:

Operate a specialized office activity under pressure and interruptions.

Maintain accurate records and prepare reports.

Understand and follow oral and written instructions.

Use proper English with students, staff and the public.

Maintain cooperative working relationships with those contacted during the performance of required duties.

Apply policies and procedures.

Type/keyboard 50 wpm from clear copy.

Meet schedules and time lines.

WORKING CONDITIONS:**ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment; subject to eyestrain from computer terminal.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; lower body mobility may not be required; frequent lifting (up to 35 pounds), pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job; work at a video display terminal for prolonged periods; hearing and speaking to exchange information in person and on the telephone; seeing to prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment.

LICENSES:

Possess and maintain a valid First Aid Certificate. (If employee does not utilize District provided training, employee will be responsible for obtaining a valid First Aid Certificate on his/her own). Possess and maintain a valid California Driver's License

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional related duties may be assigned.

DRAFT 8/23/16