

Colusa Unified School District
Job Description

POSITION TITLE: Career Center Technician

PURPOSE OF POSITION:

Under the supervision of the site administrator(s), assists the Counseling department in all areas of support and duties related to career issues.

JOB REQUIREMENTS:

High School Diploma or Equivalent and First Aid Certificate (obtained within 3 months). Ability to utilize proper grammar, spelling and punctuation; make accurate mathematical calculations, compile and maintain accurate records and reports; understand and carry out oral and written instructions; meet the public courteously and tactfully while performing a variety of tasks. Promotes good working relationships with students, staff, parents and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

Under general supervision of the site administrator(s) duties may include but are not limited to: Coordinates the services of the career center; provides assistance in career guidance to students; assists students in the use of career job search techniques; schedules and notifies students of career lectures and activities; obtains and maintains updated occupational information, as appropriate distributes and assists students with college, financial aid, scholarship applications, and information; organizes and supervises career oriented activities and field trips; assists with proctoring of exams; performs basic first aid; provides career resources to credentialed teachers; organizes and supervises career computer component programs; develops knowledge of all school procedures, rules and practices, as well as knowledge of daily school routines and events. Performance responsibilities include knowledge of office procedures, computer literacy, filing systems, utilizing office equipment. Performs other such related duties as assigned.

Class: V

CSEA ratification date: 10/30/00

CUSD ratification date: 12/18/01