

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: CAREER CENTER TECHNICIAN

DEFINITION: Under general supervision and at the direction of the High School Principal, coordinates the services of a high school Career Center. The Technician will communicate with students, faculty, parents, work place agencies and community representatives to facilitate career education programs and perform other work as required.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Organize, update and display career guidance materials and resources.
- Plan, organize, develop and implement career events and workshops.
- Prepare materials to publicize Career Center Services, resources, speaker programs and career related activities.
- Update and maintain master calendar of Career Center and related activities.
- Order supplies and assist in the allocation and use of budget monies provided for the Career Center.
- Develop and maintain records, forms and files related to Career Center operations, functions and activities. Maintain displays and bulletin boards.
- Coordinate communications with the business community, armed services, community organizations, colleges and technical schools.
- Assist school personnel in scheduling visitations by college representative.
- Organize and publicize opportunities for students to learn about higher education and vocational training preparation and financial aid resources.
- Assist and supervise students using Career Center for education program planning and post high school planning.
- Supervise and direct students working in the Career Center.
- Schedule, introduce, host and evaluate business and community speaker programs for the Career Center.
- Utilize career education activities to support the Expected School Wide Learning Results (ESLRS) of PGHS
- Assist ROP teachers and other faculty in presenting in-class career education models which will link course content through related career areas.
- Assist in establishing a 9-12 articulated set of career education activities to bring together the interest inventory for 9th grade, 10th grade 4 year plan, community service requirement, job shadowing and the senior project.
- Assist ROP teachers and MPC faculty in modifying the vocational/educational and transition program.
- Assist counseling in development of educational plans.
- Perform related work as required.
- Other duties as assigned.

• **QUALIFICATIONS:**

Knowledge of:

- Applicable state and federal laws, District policies, procedures and other regulations governing student educational programs, student attendance and confidential records.

POSITION TITLE: CAREER CENTER TECHNICIAN, *Continued*

- Modern office equipment and procedures, including computers and related software.
- Record keeping, report preparation and correspondence methods.
- Proper English usage, spelling, grammar and punctuation.
- General principles of supervision and training.

Ability to:

- Read, understand the scheduling and educational requirements of the school, the District and the state, and apply with good judgment the policies, rules, procedures and techniques to the assigned Career Center area.
- Plan and organize career-related events.
- Deal tactfully, sometimes in stressful situations, with students and staff.
- Work cooperatively with guidance staff, faculty and administration.
- Independently make reports and keep accurate records.
- Communicate clearly, both orally and in writing.
- Work under pressure and with frequent interruptions
- Operate a computer.
- Supervise the work of others.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Perform complex and varied tasks

EDUCATION AND EXPERIENCE:

- Any combination of education and experience that would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.
- Experience in dealing with students, parents and business and community groups.
- Two years experience in business or career education.
- Degree or supplemental coursework in the related field is desirable.

PHYSICAL REQUIREMENTS: of this position are, but not limited to, the following;

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems.
- Perform the essential functions of this position in an accurate, neat, timely fashion.
- Ability to meet the travel requirements of this position.

POSITION TITLE: CAREER CENTER TECHNICIAN, *Continued*

WORKING CONDITIONS:

Office and classroom working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal and subject to constant interruptions.

LICENSE OR CERTIFICATES:

- Valid California Driver's license.
- Valid CPR/First Aid Certification desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.