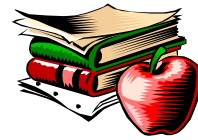




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Career Technician

Revised 7/11

DEFINITION

Under the general supervision of the Assistant Principal for Pupil Personnel Services, the Career Technician plans, organizes, and supervises a career information center. Working closely with counselors and teachers, the Career Technician performs a variety of career information tasks of a paraprofessional nature.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Collect, organize, review, classify and update career planning materials. E
- Order materials. E
- Administer, score and interpret career vocational interest tests. E
- Publicize and promote the use of the Career Center. E
- Schedule special presentations and speakers. E
- Prepare forms and maintains records. E
- Plan and present classroom units in career decision-making, research, job research, and job research techniques. E
- Evaluate student work. E
- Keep up to date on occupational information for quality and appropriateness. E
- Conduct orientation in the Career Center to demonstrate the use of the files, shelf collections, and other audio-visual equipment, microfiche readers, computers and computer terminals. E
- Distribute, collect and evaluate work experience assignments, upgrade assignments as necessary. E
- Make home visits as directed and issues work permits. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
College courses desired

Experience

Experience working with high school youth desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance
Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Reading and English communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- General office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Basic knowledge of specific subject matter to which assigned.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- Oral and written communication skills.

Ability to

1. Assist certificated teacher(s), students, other employees and supervisor with assigned activities.
2. Learn basic standardized testing methods.
3. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
4. Type 45 words per minute with accuracy.
5. Perform general office-clerical duties.
6. Operate a variety of office machines including copiers and computers.
7. Use audio visual, computer, and printed career information materials.
8. Assist with career activities in classrooms or assigned learning environments.
9. Coordinate, set up, and oversee the Career Day duties.
10. Maintain effective cooperative relationships with teachers, students, administrators, parents, and other employees, and the general public.
11. Maintain professionalism with all site and district employees.
12. Be resourceful in acquiring career materials.
13. Creatively encourage the use of the career center.
14. Perform routine duties in support of career activities.
15. Print and write legibly.
16. Understand and follow oral and written directions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Office and/or counseling facility environment.

Physical Demands

- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting, bending, kneeling, and standing for extended periods of time
- Reaching overhead, above the shoulders and horizontally, to place materials.
- Lifting of objects with a strength factor of light work.