



Sequoia Union High School District

Job Description

JOB TITLE:	Career Guidance Associate
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	11.5
WORK - YEAR / HOURS:	10 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to organize and coordinate the day-to-day operations, activities and programs of an assigned Career Center; to serve as a resource person and liaison to students, parents, staff, and outside parties regarding career/vocational, scholarship/financial aid, continuing education, and special program information; to perform a variety of technical and clerical work in support of the Center; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Under general supervision, incumbents exercise independent judgment within the framework of established policies and procedures. This class performs a variety of specialized functions in support of Career Center objectives and programs, and requires extensive student and public interaction.

EXAMPLES OF DUTIES

- Organizes, implements and monitors the resources and services of assigned Career Center; coordinates activities and functions with appropriate staff, administrators, and outside parties including employers, higher education representatives, and community organizations;
- Schedules and facilitates use of the Career Center; conducts orientations for and supervises Career Center users to familiarize them with equipment, services and resources and to provide guidance and assistance; performs research and special projects in response to requests;
- Orders, receives, catalogues, and maintains career/vocational and educational guidance

materials for use by career center patrons; creates and maintains displays, databases, articles and other promotional and informational materials;

- Plans, schedules, coordinates and promotes events, programs and activities, such as but not limited to speakers/presentations, workshops, college tours, "Career Night," etc.; collaborates with guidance advisors, faculty and other staff regarding Career Center operations and activities;
- Acts as resource person for students: administers and interprets standardized tests, interest inventories, and other assessment instruments; assists students in completing applications, essays, resumes, etc. for tests, employment opportunities, financial aid, scholarships, college entrance, etc.; provides information, guidance and referral to facilitate parent/student decision-making;
- Trains, directs and monitors the work of student assistants and volunteers;
- Performs a variety of responsible clerical duties in support of Career Center activities, operations and programs, such as but not limited to typing and data entry, establishment and maintenance of manual and computerized records and reports, ordering supplies, reception duties, etc

QUALIFICATIONS

Knowledge of:

Applicable laws, codes, regulations and policies.

High school counseling and guidance functions.

Career types and general requirements.

Continuing education/training options and requirements.

General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

Working independently and using sound judgment within the framework of policies, procedures and guidelines.

Interacting effectively with a diverse public and student population.

Organizing, scheduling, coordinating, implementing and monitoring a variety of activities and programs related to Career Center operations.

Compiling, organizing, maintaining, and disseminating a variety of career/educational information and resources.

Clearly and correctly writing, reading and speaking in English.

Performing routine clerical work and operating standard office equipment including computers.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, with experience in clerical and/or youth program work sufficient to have provided the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require willingness and ability to work evening hours as required.