

## **Escondido Union High School District Job Description**

**Job Title:** College and Career Technician  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** 29  
**Approved By:** Board of Education  
**Approved Date:** 06/23/2021

### **NATURE OF WORK**

Under the direction of a site administrator, collaborate with the counseling department to perform a variety of college and career assistance activities in the College and Career Center at a comprehensive high school; communicate regularly with teachers, students, parents, community, appropriate governmental agencies, and local businesses in order to provide college and career information and services to students; perform assigned clerical duties and do other related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include any of the following. Other duties may be assigned.

Operate a high school College and Career Center.

Obtain, receive, catalog, display and disseminate college and career guidance materials.

Schedule use of the College and Career Center by classes, college/career representatives, speakers, groups of students, and/or parents.

Conduct career center orientation for students and staff regarding career and college readiness, occupational programs, employment preparation, other post-high school opportunities, and the use of the College and Career Center.

Assist teachers with the use of the College and Career Center multimedia presentations.

Assist counselors in the presentation of college and career information and related subject matter to students; assist with college admission programs and district data bases.

Keep students and parents informed via bulletin or correspondence of crucial time-lines and information about presentations for careers, colleges/universities/technical schools and the military.

Provide clerical assistance to administrators in the use of the College and Career Center services which includes, but is not limited to scheduling facilities, bulletins, and emails.

Administer a variety of career and technical related tests and assessments to students.

Assist with scheduling the College and Career Fair, including maintaining an updated database of representatives and contact information.

Assist in the development and marketing of business partnerships.

Maintain and expand the College and Career Center's collection of college, career and technical publications, audio visual and computerized resource materials for the purpose of enhancing the College and Career Center reference collection and providing resources to students and parents.

Contact other agencies, businesses, community groups and individuals for employment opportunities, internships, apprenticeships, job shadows or other career and work-related activities for students.

Assist with coordination of college and career field trips.

Process, provide, and monitor work permits according to specified guidelines, including but not limited to assuring students qualify for work permits, sending out probation and revocation letters, compiling signatures, notifying administrators of employer violations and reporting them to the proper government authorities, and keeping organized and confidential work permit records.

Technology assistance: Enable and disable student accounts associated with College and Career Centers and related software programs; assist students with directories and passwords.

Serve as a liaison between the school and appropriate governmental agencies, community, businesses and institutions; serve as a liaison between community colleges, school sites, and students for programs, e.g. dual enrollment, Middle College and articulation, and assist in obtaining, tracking, verifying, and confirming the accuracy of required documents.

Develop and maintain needed procedures, forms and operational records.

Compiles data for the purpose of preparing reports (e.g. CSAC, LCAP, etc.) and/or preparing information for site or district administrator.

Assist students with college and career research.

Assists students in the completion of a variety of manual and electronic documents, forms, and materials (e.g. scholarship applications, examination registration forms, college application materials, employment applications, financial aid materials, resumes, etc.) for the purpose of assisting students in the completion of forms required for educational, career, and scholarship opportunities, and assist in the collection of materials necessary for the same.

Provide technical assistance to students and parents concerning college and career planning, testing, scholarships and financial aid (e.g. obtaining necessary information from personal financial records, assisting in the submission of electronic forms, such as financial aid, college applications, etc.).

Research educational and/or career opportunities for the purpose of providing students with current information on educational and/or career opportunities.

Schedule student meetings, appointments and interviews pertaining to college and career opportunities.

Attends meetings, workshops, and/or in-service or other relevant trainings for the purpose of obtaining, conveying and/or gathering information required to perform duties.

Assist counseling staff with dissemination of scholarships, grants and other forms of aid available for higher education or advanced technical training to students.

Perform a variety of clerical tasks, such as typing, word processing and related duties.

Order, issue, and track fee waivers for various tests, including but not limited to the SAT or ACT, and assist students with the creation of online accounts and registration regarding the same.

Assist the counseling department with tracking and compiling of data regarding the completion of Financial Aid.

Assist students with completing job applications, resume building and interview etiquette preparation.

Maintain confidentiality of student and parent personal and private information.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school or two years related experience and/or training; or equivalent combination of education and experience.

### **KNOWLEDGE OF:**

Modern office methods, procedures and techniques; English usage, spelling, grammar and punctuation; student placement services and activities; college and career admissions; principles of effective student, staff, community and public relations; employer expectations in the workplace; job readiness skills; college career resources; standard office machines and equipment; technology and software; record storage, retrieval and management systems.

### **ABILITY TO:**

Skillfully operate a computer using related application software including Microsoft Word and Excel; maintain and support a computer lab and a variety of on-line programs and software to support students, staff and parents in researching colleges and career opportunities; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter filing systems; coordinate and organize presentations; communicate effectively in oral and written form to students, staff and the public; establish and maintain cooperative working relationships with students, staff and the public; understand and carry out oral and written directions with minimal supervision.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **WORK 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.

The noise level in the work environment is usually moderate.

**COMMENTS**

As a representative of the Escondido Union High School District the individual assigned to this position must present a professional appearance and maintain a high quality of professionalism in the performance of the duties of the position.