

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COLLEGE AND CAREER GUIDANCE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the principal or designee, provide technical support to students in the college and career center; provide information and assistance to students concerning career planning, colleges, work experience programs, testing, scholarships and financial aid; assist students with utilizing college and career center resources.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform varied technical duties related to the operation and maintenance of the student college and career center; motivate and encourage students concerning college and career options; refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.

Provide information and assistance to students concerning career planning, work experience programs, colleges, testing, scholarships and financial aid; initiate and receive phone calls; schedule appointments; assess student abilities, qualifications, interests and backgrounds and provide advice concerning career and college opportunities; evaluate student transcripts; assist students with college applications.

Assist students in applying for and obtaining scholarships and financial aid; advertise available scholarships; assemble information, prepare booklets for students and encourage students to apply for scholarships; assist students with application processes; conduct presentations related to financial aid information.

Ensure the college and career center is stocked with college and career technical education catalogues, registration forms, brochures and other informational materials for student use; send paperwork to students as needed.

Input student information into an assigned computer system; maintain automated records; generate various computerized lists and reports; operate and instruct others in the use of computer equipment to research career and vocational resources.

Conduct career center orientations for students and staff; conduct workshops and presentations related to career development and employability skills to youth; schedule and prepare for speakers to confer with students concerning college and career opportunities.

Assist students and teachers in locating, evaluating and selecting career planning materials and resources; maintain current knowledge of employment trends and opportunities.

Prepare, process and issue work permits as assigned; submit permits to appropriate personnel for approval and distribute to students.

Arrange substitute teachers for daily, long-term or by period absences; provide substitutes with keys,

**December 2013**

**Ewing Consulting, Inc.**

class rosters and lesson plans; maintain related records.

Communicate with students, parents, personnel, local businesses and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate audio-visual equipment to make presentations; drive a vehicle to conduct work.

Develop career and job bulletins, testing information and other materials to publicize and promote career and college planning activities; update bulletin boards with college information and related aids; make calendar of events for the center; participate in organizing college and career fairs.

Participate in the administration of standardized tests as assigned; notify students regarding testing dates according to established procedures; maintain files of test results.

Provide work direction and guidance to student assistants working in the center.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Career resources and informational materials.

College admissions and scholarship processes.

Regional and national career and employment trends.

Federal and State laws, rules and regulations pertaining to the employment of minors.

Policies and objectives of the college and career center.

Oral and written communication skills.

Design and development of promotional materials.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Public relations techniques.

**ABILITY TO:**

Provide technical support to an assigned student college and career center.

Provide information and assistance to students concerning career planning, work experience programs, colleges, scholarships, testing and financial aid.

Assist students with utilizing college and career center resources.

Apply and explain policies, procedures, rules and regulations.

Assess student abilities, qualifications and interests and consult concerning career opportunities.

Refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records.  
Compile and verify data and prepare reports.  
Operate a computer and assigned software.  
Type or input data at an acceptable rate of speed.  
Meet schedules and time lines.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Graduation from High School or its equivalent: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. This would be gained through: associate's degree in a field related to counseling, career education, human relations and three years of experience in a school, employment, counseling or educational guidance environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
The ability to see to read a variety of materials.  
Hearing and speaking to exchange information and make presentations.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

**FINAL 3/20/14**