

CAREER/COLLEGE SPECIALIST

DEFINITION

Under general supervision, plans and coordinates services of a Career Center to provide high school students with current information regarding vocational programs, post-secondary education and career opportunities and requirements in order to plan and prepare for a variety of careers; instructs students in applying for educational opportunities and funding as well as in job search skills; and performs related work as assigned.

CLASS CHARACTERISTICS

This paraprofessional class is responsible for providing a wide variety of college and vocational assessment, information and advice to assist students in choosing between numerous educational and vocational opportunities after completion of high school. Incumbents work closely with school counselors and staff regarding career education and vocational activities and programs. Contacts with students may be one-on-one or in a group setting. Work is performed independently and incumbents are expected to coordinate and utilize multiple resources and make them available to all students.

EXAMPLES OF DUTIES

Develops, implements, oversees, coordinates and evaluates career and college activities and serves as facilitator of Career Center.

Recruits, screens, selects and assists students in registering for the appropriate educational program according to pre-determined registration guidelines.

Promotes and coordinates Career Center activities including orientations for classes, parents and outside organizations, career fairs, college nights and other special events.

Coordinates and presents appropriate career and college units to all four high school grade levels.

Plans and coordinates speakers (community, business, military, two- and four-year college representatives) for presentations, workshops, participation in career fairs and college nights, parent information nights and other special promotional events.

Maintains, distributes and assists with completion of current college, financial aid and scholarship applications.

Consults with instructional staff and plans appropriate grade level information to coincide with college and career education and infusion activities in various subject areas.

Orders, administers, evaluates and interprets a variety of career aptitude and vocational tests.

Assists students in obtaining full- and part-time employment opportunities; advertises and promotes job opportunities and advises on job search techniques.

Receives, evaluates and displays career information, vocational school and college catalogs, funding applications and related information.

Trains, supervises and evaluates student aides in the Career Center.

Prepares articles for parent and student newsletters, school bulletin boards, displays and flyers, invitations to notify students, staff and parents of Career Center activities and services.

Organizes and supervises student visits to post-secondary institutions, career workshops and other appropriate field trips.

Attends workshops, seminars, career days and job fairs to remain current with career trends and post secondary education.

Maintains the budget; evaluates and purchases materials for use in the Career Center; maintains accurate records and files related to work performed.

Maintains computers and software in the Career Center and supervises students in their use.

QUALIFICATIONS

Knowledge of:

Requirements, functions and duties of a wide variety of occupations.

Principles and techniques of employment placement.

Informational sources for career and college information.

Techniques for assessing career interest and aptitude.

Principles and techniques of making effective oral presentations.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Computer applications related to the work, including word processing, presentation, spreadsheet and database applications.

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

Working effectively in one-on-one or group settings with high school students, parents and faculty.
Creating, maintaining and updating files, catalogs, and career information.
Preparing imaginative exhibits, displays and bulletin boards relating to career fields and post secondary education.
Maintaining accurate records and files.
Organizing own work, setting priorities, performing multiple concurrent tasks and meeting critical deadlines.
Developing and implementing a successful Speakers' Bureau program to make presentations at school sites.
Making effective presentations to students and other groups.
Interpreting, applying and explaining rules, processes and procedures.
Entering, maintaining and retrieving data from a computer with sufficient speed and accuracy to perform the work.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to completion of high school with the addition of several related post-secondary vocational courses.

Experience:

Two years of related experience is assessing, testing, advising or providing information to high school students, preferably regarding vocational and/or academic alternatives. Additional education as outlined above may be substituted on a year-for-year basis for the education outlined above. Experience working in a school setting is desirable.

License:

Specified positions may require possession of a valid California class C driver's license and a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer, vision to read printed materials and a computer screen; strength and stamina to stand at presentations and fairs and to lift and carry written materials weighing up to ten pounds; and hearing and speech to communicate in person, before groups and over the telephone.

N: 07/72R: 03/80

R: 08/81

R: 11/85

R: 02/97

R: 02/03