

CAREER CENTER TECHNICIAN

DEFINITION

Under the general direction of an administrator, performs a variety of vocational and career assistance activities in the Career Center at a comprehensive high school; communicates regularly with teachers, students, parents, community and appropriate government agencies in order to provide career and vocational information services to students; performs assigned clerical duties and other related work as assigned and/or required.

ESSENTIAL DUTIES

schedules classes to participate in career/vocational/recruitment presentations, including receiving, cataloging, ordering and distributing materials, issuing waivers/collecting fees, displaying and disseminating vocational guidance materials, and other related information

Ability to: Effectively operate a micro-computer and use appropriate software applications; establish and maintain cooperative working relationships; understand the goals and objectives of; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter placement systems; coordinate and organize presentations; communicate effectively in oral and written form to students; establish and maintain cooperative working relationships with students, staff, and the public; understand and follow oral and written directions with minimal supervision.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.