

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** *High School Guidance/Career Technician*  
**WORK YEAR:** *198-Day*

**JOB DESCRIPTION:** Under the general supervision of the Principal, Assistant Principals .  
Oversee the operation of the College & Career Center and plan/organize/coordinate school-wide  
college, career, and community educational opportunities for students to meet student needs.

**ESSENTIAL JOB TASKS:**

1. Responsible for managing the scheduling and timeline of all College & Career Center activities and events.
2. Organize & facilitate guest presenters for students from both colleges and career fields.
3. Assist students from all grade levels one-on-one to explore college/career options.
4. Oversee and facilitate the Senior Scholarship program for CHS students. Plan and coordinate the \$1 million Senior Awards Night. Create award certificates. Actively search out new scholarship opportunities for students. Process scholarship payments and track payouts to students.
5. Present workshops on the college application process, college financial aid, resume building, mock job interviews, signing up for the SAT/ACT, writing college essays, etc.
6. Upload the Cal Grant GPA Verification annually to the California Student Aid Commission
7. Plan and coordinate College Campus Tours (four to five times per year)
8. Facilitate Community College Orientation Events at CHS.
9. Coordinate and facilitate Junior Night and Senior Night.
10. Coordinate the Principals Honor roll list, Rotary Student Leader of the Month, Pinnacle Awards, Teachers Awards, and the Senior Awards Assembly – and create the award certificates and coordinate all awards for the events.
11. Manage the planning, coordination, and execution of the bi-annual College & Career Fair.
12. Process all work permits submitted to CHS and keep ongoing records of permits.
13. Advertise job opportunities to students.
14. Act as a community liaison and oversee the Calaveras Civic Engagement community service program for CHS students. Advertise new volunteer opportunities, internships, summer job opportunities, coordinate the scholarship, edit the webpage, create end of the year and graduation awards.
15. Assist in the Facilitation of the comprehensive college exploration program for 11<sup>th</sup> graders, Spring semester, in preparation for senior year college application process.
- 16.
17. Coordinate interviews/sign-ups for RYLA, Boy's & Girl's State, Calaveras County Internship Program, Science Camp, Rotary Speech Contest, Lions Speech Contest, DAR Citizenship Awards, etc.

18. Attend Conferences and take part in college/career related webinars for updates and ongoing training.
19. Coordinate, proctor, and administer testing such as the PSAT, and ASVAB tests.
20. Keep the Career Center website up to date
21. Order materials and supplies as needed.
22. Manage the Career Center materials and library of information and exam preparation materials.
23. Coordinate the CHS Math Tutoring program.
24. Other duties as assigned.

### ***KNOWLEDGE/SKILLS/ABILITIES:***

Knowledge of:

- \* English usage, spelling, grammar and punctuation.
- \* Modern telephone practices and procedures.
- \* Filing systems.
- \* Telephone etiquette.

***Ability to:***

- \* Type 45 words per minute and edit written work for mechanics and grammar.
- \* Perform simple mathematical calculations.
- \* Operate calculator accurately and efficiently.
- \* Operate business machines.
- \* Use a computer and appropriate software for student's future careers.
- \* Function under pressure and time constraints.
- \* Work positively and cooperatively with staff, students and parents.
- \* Communicate effectively.
- \* Work independently.

### **PHYSICAL**

- **Standing/Walking:** Frequently; through out office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

## **MENTAL**

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

### Work Conditions

- **Location:** Work is performed in school office setting.
- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, fax, and telephone.

### Minimum Qualifications:

High School diploma or equivalent.

One or more years of college or clerical experience is desired.

Possession of a valid California Driver's License preferred.

**SALARY:**                    *Placement on the CSEA Salary Schedule, Range H*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**CSEA :**

**Board Approved: October 25, 2022**