

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

JOB TITLE: *Guidance/Career Technician*
WORK YEAR: *180-Day*

JOB DESCRIPTION: Under the general supervision of the Principal, Assistant Principals and the Director of ROP. This employee will be responsible for the clerical duties of the Career Center, the coordination of the ROP program and for the career education needs of high school students.

ESSENTIAL JOB TASKS:

1. Collect, maintain and report to the ROP Director data on attendance, fiscal records, inventory and other record keeping duties. Section liaison for ROP instructors and community.
2. Communicate ROP and all vocational programs and opportunities to students, staff and the community.
3. Counsel students concerning their vocational needs.
4. Supervise and administer occupational tests, interest inventories, aptitude test, including the Discover and Cashe Program.
5. Arrange for guest speakers for classes, maintain occupational materials and plan and coordinate a career day.
6. Advise and assist vocational students and staff to further success in the classroom.
7. Facilitate scholarship application process., and coordinate Senior Awards Night.
8. Assist in maintaining accurate and up-to-date student records.
9. Function as an appropriate/positive role model.
10. Other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * English usage, spelling, grammar and punctuation.
 - * Modern telephone practices and procedures.
 - * Filing systems.
 - * Telephone etiquette.
2. **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.

3. High School diploma or equivalent.
4. One or more years of college or clerical experience is desired.
5. Possession of a valid California Driver's License preferred.

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

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.

Board Approved: 11/16/2010