

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE & CAREER CENTER TECHNICIAN

Salary Range 13.5

Under direction of the Principal, perform varied and technical duties related to the operation and maintenance of a high school college and career center; provide assistance and guidance to high school students in college and career planning and work experience activities; evaluate, order and maintain various books, pamphlets, college catalogs and other information resources related to college and career planning.

EXAMPLES OF DUTIES

Perform technical duties related to the operation and maintenance of the college and career Center; provide college and career planning opportunities and information to high school students; review, evaluate and select college and career planning materials and maintain current knowledge of employment and admission trends and opportunities; provide informational assistance to scheduled classes and walk-in visitors to the Center; assist students in the preparation of college applications and explain the difficulties and differences in the college systems; orient students to Center resources and computerized college and career planning/interest survey programs; communicate with area business leaders, military recruiters, college and university representatives, prospective employers of students, parents and others; develop and design college and career and job flyers, posters, bulletins, newsletters and other materials to publicize and promote college and career planning activities; research and provide scholarship information to seniors; administer college and career inventories and assessments; attend conferences, workshops and seminars for college and career information; prepare bulletin boards and maintain a clean and orderly environment in the Center; coordinate college visits and the night, field trips and fund-raising activities related to college and career planning; supervise student assistants as assigned; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: college and career resources and informational materials; regional and national college and career admission and employment trends; applicable federal and State laws, rules and regulations; operation of audio-visual equipment and computer terminals; oral and written communication skills; interpersonal skills including tact, courtesy and diplomacy; design and development of promotional materials for college and career planning activities; clerical and record-keeping techniques.

Ability to: Plan and provide college and career guidance activities and resources in the college and career Center; research, evaluate and select college and career planning information; communicate effectively with students, faculty, administrators, employers, military recruiters and college representatives; perform varied and responsible clerical duties in support of the Center; maintain a variety of records and prepare correspondence independently; plan, organize and coordinate college and career planning events and activities.

Education and Experience: Any combination equivalent to graduation from high school supplemented by coursework in college and career guidance, personnel of closely related field and three years of increasingly responsible clerical experience in an employment counseling or educational guidance environment.

Licenses and other Certification: College and Career Guidance Technician certificate preferred.

WORKING CONDITIONS

High School college and career center environment.