

Pierce Joint Unified School District Job Description

JOB TITLE:	College and Career Center Technician	
SALARY SCHEDULE:	Classified/Class 6	LOCATION: School Site
REPORTS TO:	Site Administrator	BOARD APPROVED: 5/21/15

SUMMARY: Under the general direction of the high school counselor, assist the counseling department in all areas of support related to college and career issues at both the high school and middle school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and perform a variety of office functions and activities in an assigned office; prioritize and schedule duties and activities as necessary to assure efficiency and effectiveness.
- Communicate with a variety of site and District personnel and administrators regarding activities, policies and procedures and student information.
- Type a variety of written materials including reports, purchase orders, records, schedules, letters, memoranda, bulletins, programs, documents and statistical data; input and update data on a computer and generate lists and reports as required.
- Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; interpret, apply and explain District policies and school procedures and regulations.
- Prepare and maintain a variety of records, files and reports related to assigned activities.
- Assist the school counselor with processing the master schedule for student course enrollment and maintain computerized data of all related details.
- Participate in various special projects including assemblies, graduation events, awards, and other activities or projects as requested.
- Operate a computer and other office equipment as assigned; operate the school intercom system; assure proper operations of the computer and provide general assistance to others in the proper operation of the computer as needed.
- Assist students in the use of college and career job search techniques.
- Distribute and assist students with college, financial aid, scholarship applications, and information.
- Organize and supervise career oriented activities and field trips.
- Assist with proctoring of exams.
- Organize and supervise career computer component programs.
- Assist with parent communication and parent meetings regarding college and career readiness issues.
- Assist with parent outreach to involve them in college and career option for their child.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Procedures and reports.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

- Perform a variety of clerical duties in support of assigned school office.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Operate a computer and other office equipment as assigned.
- Work independently with little direction.
- Compose correspondence independently.
- Make arithmetic calculations quickly and accurately.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); three years of related experience and/or training; or equivalent combination of education and experience

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.