

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COUNSELING, COLLEGE AND CAREER TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical support to a career/counseling center. Provide information and assistance to students, staff, and/or adults utilizing career center resources; prepare and make a variety of informational emails and bulletin announcements on career center website, presentations to students and/or adults regarding colleges, available resources, testing and scholarships; participate in the coordination and scheduling of special events for the career/counseling center. Assist in monitoring student grades, attendance, behavior, and graduation/promotion requirements.

ESSENTIAL FUNCTIONS:

Essential functions may vary depending on office environment; duties may include, but are not limited to, the following:

Provide assistance, training and career information to students, faculty, administrators, staff and the public concerning career/counseling center functions and resources; present workshops and facilitate classroom presentations. Administer skills, interest and aptitude career assessments; assist in assuring delivery of career/counseling services. Assure smooth and efficient operations within the career/counseling center.

Assist in scheduling and coordinating the use of career/counseling center resources; maintain master calendar for the career/counseling center.

Assist with the completion of forms, applications and documentation related to career/counseling activities; verify accuracy and completion of forms; oversee course selection process; meet with students and parents as necessary regarding transcripts and course selections; review transcripts to determine coursework needed.

Assign students to counselor caseloads and assist counselors with monitoring student grades, attendance, behavior, graduation and promotion requirements; compile information, data and prepare reports as directed; provide progress reports to counselors; build schedules and make schedule changes for students; recommend alternatives to students needing to make up courses.

Intervene with students in crises situations in accordance with established procedures; maintain confidentiality of sensitive and privileged information.

Attend and represent the career/counseling center at a variety of meetings, field trips, conferences and workshops; facilitate meetings as directed; serve on various committees. May serve as a liaison for Elk Grove Regional Scholarship Foundation.

Answer telephones and refer callers or visitors to appropriate personnel for assistance; greet and assist visitors; provide career/counseling related information and materials to students, parents, district personnel, outside agencies and visitors; schedule appointments and meetings for the counselors.

Provide assistance to students and parents with financial aid information, filling out college applications and scholarship forms. Process and maintain records of fee waivers and payments.

Orient students, staff and others individually or in groups on the use and content of career/counseling center resources and materials; operate and instruct others on the use of career/counseling center computers and equipment.

Maintain career/counseling center resources and website; post, publish, update and maintain college catalogs and career resource materials; order and request new and replacement reference materials; participate in establishing and maintaining systems for security, storage and retrieval of materials and equipment; check out materials as needed; distribute and explain testing forms.

Develop career and job bulletins and other materials to publicize and promote career planning activities and events; research latest college requirement guidelines; collect, maintain and distribute related materials; research college requirements and promote scholarship opportunities.

Perform clerical support duties including creating files, filing, printing, typing letters, newsletters, forms, articles, awards, and referrals. Input, monitor and maintain career related data on various computerized software; extract data for records and reports.

Duplicate a variety of materials such as fliers, bulk mailings, announcements and lists; assemble packets for various activities.

Assist in the coordination and scheduling of career days, testing and other special activities/events; reserve and set up facilities; coordinate technology needs; schedule college representatives and others for speaking engagements; prepare, distribute and explain related materials; coordinate various outreach programs and partnerships; serve as a liaison for college representatives and military recruiters.

Provide assistance to Career Technical Education; assist with questions and applications; record grades and prepare grade sheets; participate in Career Technical Education registration activities.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.
Basic report preparation methods.
Oral and written communication skills.
Basic public speaking techniques.
Telephone techniques and etiquette.

ABILITY TO:

Perform a wide variety of secretarial duties to relieve Counselors of administrative detail.
Assist in assuring delivery of counseling and guidance services to students.
Learn policies and objectives of the Career and Counseling Center.
Learn sources of college and career resources and informational materials.
Learn, interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Learn methods of career assessment and basic counseling techniques.
Learn financial aid and scholarship policies and procedures.
Compile and verify data and prepare reports.
Understand and relate to students with special needs and of diverse backgrounds.
Maintain confidentiality of sensitive and privileged information.
Answer telephones and greet visitors courteously.
Prepare and deliver oral presentations.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain a variety records and files.
Work independently with little direction.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Meet schedules and time lines.
Type at a minimum of 35 words per minute from clear copy.
Maintain consistent, punctual and regular attendance.
The ability to effectively operate a computer keyboard
The ability to effectively communicate in order to exchange and understand information
The ability to read and analyze a variety of materials

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school or GED supplemented by college-level course work in business, human services, psychology or a related field and two years of general clerical experience involving public contact and record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment: career/counseling center

Constant interruptions.

Evening or variable hours as needed.

May be required to drive as needed.

BOARD APPROVED: July 23, 2019