

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: CAREER TECHNICIAN I (K-8)**

**Classification: Range 31**

**BASIC FUNCTION:**

Under school site administrative direction, performs duties related to assisting the school counseling department in providing career and post-secondary educational opportunities for students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in providing a comprehensive and integrated career guidance program for students in conjunction with school counselors.
- Assist in providing career information from a variety of sources including written materials, computer programs, videos, tapes, speakers, and tours.
- Make classroom presentations.
- Collaborate with teachers to create a college going culture using grade level strategies.
- Implement grade level “college vocabulary” at the school site.
- Support teachers implementing grade level college and career lessons.
- Collaborates with counselors to schedule career and/or technical educational assessments to provide students with information on education and/or career opportunities.
- Prepares informational resources (i.e. brochures, flyers, informational packets, newsletters, etc.) to distribute to students.
- Maintains web page and master calendar of scheduled events to coordinate the use of program resources.
- Other related duties as assigned.

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

- Career guidance information
- College scholarship and financial aid information
- Career education pathways
- Correct English usage, spelling, grammar, and punctuation

**ABILITY TO:**

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Speak effectively before groups of students, parents, or employees.

- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rate, ratio, percent and to interpret bar graphs.
- Apply common sense understanding to carry out instructions furnished in written, oral, and diagram form.
- Deal with problems involving a few known variables in routine situations.
- Interact with staff, students, parents, and others in an open, friendly business-like manner.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License preferred
- First Aid/CPR Certificate preferred

**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or equivalent
- Experience working with spreadsheets and databases
- Prior experience working in an educational setting or other youth-oriented program is desirable.

**WORKING CONDITIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

**PHYSICAL DEMANDS:**

- Use hands to manipulate or feel objects, tools, or controls and talk or hear.
- Stand, walk, sit, and reach with hands and arms.
- Stoop, kneel, crouch, or crawl.
- Lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- Work indoors and will occasionally work outdoors.
- Must be able to meet deadlines within time constraints.
- The noise level in the work environment varies from low to above moderate.