

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CAREER TECHNICIAN II (HIGH SCHOOL)
Classification: Range 33

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.
- Assist in providing current college information, and assists with searches, requirements and applications. Compiles and posts updated lists of available scholarships.
- Assist in providing financial aid information, helps students fill out forms, holds financial aid workshops.
- Assists students with developing resumes, completing college applications, working with college and career exploration software and other work related documents.
- Issues student work permits in compliance with the requirements of the California Department of Labor.
- Assist counselors notifying students with SAT, PSAT, ACT test dates, test information and test study guides.
- Coordinate military recruiters’ visits and schedule interested students to meet with them. Facilitate ASVAB test and interpretations.
- Assist local employers in finding qualified students to fill available job openings.

- Works with administration and CTE teachers to create industry recognized credentials, certificates, and appropriate post-secondary education, or employment pathways.
- Reports data, as a program participation requirement to allow for an evaluation of the program:
 - The number of pupils completing high schools.
 - The number of pupils completing CTE coursework.
 - The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
 - The number of former pupils employed and the types of businesses in which they are employed.
 - The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship, or another form of job training.
- 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:

- Any combination of education, training, and experience equivalent to two years of college, and two years of related experience organizing activities for a school community program at the high school level.
- Experience working with spreadsheets and databases

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.