

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: CAREER CENTER TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the program Administrator, organize, maintain and operate a high school Career Center and provide a wide variety of career information and materials; communicate with students, faculty, parents and community representatives to facilitate education programs.

### **REPRESENTATIVE DUTIES:**

Organize, maintain and operate a Career Center to provide career information and assistance to students, teachers, parents and counselors; coordinate day-to-day operations.

Schedule activities, programs and speakers for Senior Awards Night.

Prepare career education and instructional materials for use by teachers in classroom instruction related to career course work; assist students in locating and utilizing college/career information as needed for research, assignments.

Obtain, classify, file and display guidance materials; catalog and prepare for use by students; maintain job boards, displays and bulletin boards.

Plan, organize, develop and implement career events (eg: Job Shadowing) and publications; prepare letters, flyers, mailers and other materials to publicize Career Center services, resources and speaker programs.

Approve and issue work and trip permits.

Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information to career classes regarding specific occupations (eg: Career Day).

Schedule visitations by representatives from local colleges; organize, coordinate and publicize College and Career Fair and other opportunities for students to learn about higher education and vocational training and preparation.

Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.

Develop and maintain current lists and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and assistance in completing application forms.

Recruit students for tutor program and to work in the cafeteria; process appropriate related paperwork in accordance with established requirements.

Collect and input data, maintain records and files, and prepare reports related to student service learning requirements.

Maintain a current and accurate inventory of Career Center equipment and materials; assist in determining purchase priorities; requisition desired materials and record expenditures.

Perform responsible and technical clerical duties to support Career Center operations including typing and duplicating a wide variety of materials and maintaining complex files.

Operate a variety of office equipment including typewriter, computer hardware/software, copiers, projectors and microfiche reader.

Maintain confidentiality of records.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of standard office machines and audio-visual equipment.  
Career and occupational resources, trends and opportunities.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Reading and writing communication skills.  
State laws and regulations governing the employment of minors.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Basic research methods.  
Service Learning requirements.

**ABILITY TO:**

Work independently with little direction.  
Organize, maintain and operate a Career Center.  
Develop and provide information and materials related to career/college opportunities for high school students.  
Obtain, evaluate and process occupational literature.  
Operate modern office equipment including typewriter, copiers, and computer hardware.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Plan and organize work.  
Maintain records and prepare reports.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Read, interpret and follow rules, regulations, policies and procedures.  
Perform responsible clerical duties such as filing, duplicating, typing and maintaining complex records.  
Type at 30 words net per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in career guidance or related field and two years of responsible clerical experience.

**WORKING CONDITIONS:**

Career Center environment

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