

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Career Technician I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
ISSUED:	July 1, 2002		

BASIC FUNCTION:

Provide career education resource materials to pupils.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain current occupational information on careers, employment prospects, employment trends, job requirements, and opportunities for higher education and vocational training. **E**

Assist pupils and staff in the effective use of information for career planning and preparation. **E**

Work cooperatively with the business and industrial community to provide pupils with career information and to publicize the school's career oriented programs, activities, and courses. **E**

Prepare career education instructional materials for use by classroom teachers and assist in presentations when requested. **E**

Administer, score, and assist pupils in the interpretation of job interest surveys. **E**

Coordinate the daily operation of the school's career center including scheduling of visits by parents and guest speakers. **E**

Explain career development services and programs to parents and the community. **E**

Provide work permit applications to eligible pupils. **E**

Maintain records of career center activities and programs; maintain inventory records of materials and equipment and assist in determining purchase priorities. **E**

May maintain current job applications for pupils and make job referrals.

May supervise pupil monitors.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of paid or voluntary work experience of acceptable level and quality. College-level courses in education, psychology, or related field are desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Career and employment fields.
Career and job interest surveys.
Reading and writing English communication skills.

ABILITY TO:

Provide positive support to pupils seeking career information.
Type at a moderate rate of speed.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils; hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.23.04—PeopleSoft

Job Code 6418

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