

ORANGE UNIFIED SCHOOL DISTRICT

CAREER GUIDANCE TECHNICIAN

DEFINITION

Under direction – performs responsible office duties in career centers, work experience or counseling offices; confers with students about careers, courses of study, work experience jobs, or similar technical information; works closely with professional staff, and acquires job and placement information, or printed audio-visual materials about careers and vocations; for student use and reference; performs typing, records work, filing, and general clerical duties; and does related work as required or assigned.

REPRESENTATIVE DUTIES

In Career Centers

- Acquires, processes, records and files all types of information about careers and vocations, including college catalogs, books, brochures, articles and pamphlets for student use;
- Schedules speakers on career areas and schedules student orientations;
- Prepares displays, maintains bulletin boards
- Prepares newsletters and bulletins
- Assists and confers with students on careers and vocations;
- Assists students in using career information; maintains and circulates materials on careers
- Provide applications, financial aids information, college testing, vocational training and similar subject areas.

In Work Experience Offices

Assists work experience and ROP counselors in acquiring job information, qualifications, and related placement details; confers with students about jobs available, and arranges appointments with employers; calls prospective employers to locate jobs; organizes job availabilities, and maintains bulletin boards for displaying job openings; insures the proper processing of forms and records; receives telephone calls from community members and prospective employers, receives job information, and answers questions and provides information about the program; assists in matching students available and jobs;

General Office Duties

Types letters, reports and forms; maintains accurate records and files; schedules appointments and conferences; composes some correspondence and compiles data for reports; attends meetings, workshops and inservice training sessions; learns and applies specialized office procedures and programs; may assists with scheduling, testing, registration and general counseling work.

ORGANIZATIONAL RESPONSIBILITIES

Positions in this class report to Work Experience Coordinators or Counselors at high schools, and have these responsibilities: a) acquiring accurate information; b) conferring with students about this information; c) learning and applying technical information and programs; and d) operating an efficient office, including typing, records and clerical support duties.

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Each position has various combinations of duties, because of differences in school organization.

ENTRANCE QUALIFICATIONS

Training and Experience – Equivalent to:
Graduation from high school

A good work history, including two years of experience involving direct and heavy personal contact responsibilities, such as in personnel training, tutoring, human relations, or similar assignments preferably in a school or public agency setting.

Equivalencies: College training in the behavioral sciences may be substituted for part of the experience. Some training or experience in dealing with students, teenagers or young adults is desirable.

Knowledges and Abilities

Good knowledge of: English, both written and oral; arithmetic and its normal business applications; safe working methods and procedures.

Familiarity with: school district aims, objectives and organization, and with student behavior.

Ability to: read, understand and utilize technical, procedural and instructional materials; administer and score written tests according to precise directions, and learn and operate duplicating, transcription, calculating, and similar office equipment; perceive and evaluate student needs, requests and problems and to skillfully handle them and related parent contacts with tact, judgment, and effectiveness.

Skills

Typing: 40 wpm