



COLLEGE & CAREER TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION OF JOB TITLE:

Under the direction and supervision of an assigned school administrator, coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and college information center. Interacts with students, parents and staff, providing them with resources, including books, catalogs, community contacts and computer-aided resources, i.e. websites. Schedules speakers, visits and events, promoting college admissions and career planning and development as well as other post-secondary options.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. Understands and works effectively with people of differing cultures.

EXAMPLES OF DUTIES:

- Organizes, maintains and continually updates a career planning and college information center with data on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to students, parents and staff.
- Schedules speakers, college representatives and recruiters. Maintains a master calendar of scheduled events, speakers and career fairs.
- Provides information concerning scholarships and assistance in completing application forms. Develops and maintains current lists and bulletins concerning school and other financial aides available.
- Prepares college and career flyers and newsletters to distribute to students, parents and staff. Prepares and speaks at informational presentations to classrooms, students groups, and parent organizations on academic compliance issues, college admissions, and post-secondary planning.
- Composes and prepares a variety of documents including bulletins, reports, forms and lists. Prepares letters, memos and correspondence from written notes or oral instructions.
- Attends meetings, conferences and seminars regarding career trends, college entrance and financial aid and standardized college admission testing.
- Communicates with staff, administrators, schools, colleges, employers, outside agencies and the public to exchange information and resolve issues and concerns.
- Addresses special needs of underserved students by keeping up-to-date on programs and resources designed specifically for these students and insuring that the students are aware of them.
- Disseminates information about jobs and mentoring programs. Initiates relationships between students and community merchants. Promotes teen hiring and mentor programs.
- Trains and provides work direction to volunteers and student assistants.
- Performs other duties as assigned that support the overall objective of the position.

PITTSBURG UNIFIED SCHOOL DISTRICT

MINIMUM REQUIREMENTS:

Knowledge of:

- Computer programs, graph designs and database management.
- Record-keeping techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Sources of educational and career resources and informational materials.
- Public speaking techniques.

Ability to:

- Work collaboratively with diverse individuals and groups in an educational setting
- Provide a supportive environment for students and parents.
- Assist students with utilizing Career Center resources.
- Meet schedules and timelines.
- Maintain records and files.
- Communicate effectively, both orally and in writing.
- Prepare and deliver oral presentations.
- Schedule and arrange for visits and presentations by college and career representatives.
- Assist students in establishing and pursuing goals, selecting and preparing for college, and completing various requirements and applications.
- Compose and distribute a variety of correspondence.
- Create reports.

Education and Experience:

- Any combination equivalent to: a bachelor's degree in counseling, career education, social services or related field or four (4) years of experience in a school, employment, counseling or educational guidance environment.
- Demonstrated successful experience in creating and presenting reports using Power Point and other multi-media software.
- Two (2) years of experience using Excel database software.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Office/career center environment with constant interruptions. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store

PITTSBURG UNIFIED SCHOOL DISTRICT

files. Frequent lifting (10 – 50 lbs.). Moderate to high levels of stress. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work year:	260 days
Salary:	Classified – Range 44
Board Approved:	August 14, 2013
Board Approved Revised:	January 10, 2024