

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|-------------------------------|------------------------|--|
| TITLE: | Career Information Technician | CLASSIFICATION: | Classified Non-Management (SEIU/Aide-Paraprofessional) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 0537 | WORK YEAR: | 10 to 12 Months |
| DEPARTMENT: | Assigned Location | SALARY: | Range 39 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 05-14-90 |
| | | HR REVISION: | 04-26-12 |

BASIC FUNCTION:

Perform complex duties related to the acquisition, organization, and delivery of information required to provide students with planning options in a variety of available career pathways; plan, coordinate, and implement the operation and activities of the Career Center according to established guidelines.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Order, review, catalog, inventory, and maintain a library of career information which consists of books, magazines, pamphlets, filmstrips, occupational briefs, computer programs, college and technical school catalogs. **E**

Administer and score vocational aptitude tests, student interest assessments, and career surveys; provide an explanation of results. **E**

Assist students with occupational research, college search, financial aid applications, job applications, resumes, and interviewing techniques; identify special student career needs. **E**

Provide a job listing board for students, and provide information to students on district job placement programs. **E**

Issue work permits, and monitor student attendance and grades. **E**

Maintain current knowledge of changes in career areas and college requirements; attend seminars, conferences, and in-services related to career education. **E**

Recruit for vocational and ROP classes through classroom presentations, videos, and speakers; coordinate publicity and schedule speakers from the business community, educational, professional, and military fields. **E**

Work with school staff members to facilitate student participation in college outreach activities; assist students with scholarship and financial aid information. **E**

Remain knowledgeable of the prerequisites, qualifications, and requirements of the ROP program, as well as the availability of ROP classes and vocational education programs. **E**

Stay informed of which vocational education programs may be articulated with local community colleges and vocational schools. **E**

Process enrollment for students in the vocational education program; schedule Regional Occupational Program (ROP) students; prepare reports related to students enrolled in the program, verification lists, and grades for the Registrar. **E**

Serve as a liaison for district vocational education program operations and the school site. **E**

Assist district personnel with the implementation of the SETA sponsored and/or other work programs by advertising, handing out applications, and arranging certification times. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment; lift light objects. **E**

Supervise and train student aides used in the Career Center. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years clerical experience working in student related activities or a career development setting. County Office of Education or school district experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

| | |
|------------------|-------------------|
| Keyboarding..... | 45 Correct WPM |
| Word..... | 65% Overall Score |
| Excel..... | 65% Overall Score |

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Educational program requirements of the district and state.
 Career and occupational resources, trends, and opportunities.
 Instruments of evaluation for interest levels, values, and aptitudes.
 College entrance requirements and procedures.
 High school graduation credits and requirements.
 Operation of a computer, related software, and standard office equipment.
 Policies and objectives of assigned program and activities.
 Record-keeping techniques.
 Oral and written communication skills.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Obtain, evaluate, and process occupational literature.
 Organize visits by college and military representatives.

- Assist students with the development of goals and interests.
- Assist students with program registration, enrollment, and college entrance procedures.
- Plan and make presentations.
- Organize, catalog, and display career information.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Work independently with little direction.
- Prepare and maintain records, files, and reports.
- Lift light objects according to safety regulations.
- Operate a computer, related software, and standard office equipment.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School site environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist to assist students or to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date