



PERSONNEL COMMISSION

Class Code: 5177
Salary Range: 31 (S1)

COLLEGE AND CAREER SPECIALIST

JOB SUMMARY

Under general supervision, collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource regarding career and college readiness information for students and staff. **E**
- Plan, develop and implement appropriate activities and services within the center such as college and career guest speakers, webinars, career days, job fairs; special events and field trips; maintain calendar of center activities. **E**
- Plan, develop and conduct a variety of workshops and classroom presentations for students such as college awareness, applications and financial aid, career exploration and employability skills. **E**
- Conduct orientation sessions on college and career center services; motivate and encourage students regarding career and college options; assist students with operating center computer systems and software. **E**
- Meet individually and with groups of students to identify interests, skills, needs and goals; assist students to develop action plans to support long-range college and career goals. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Assist students to prepare for college entrance tests, identifying financial aid, grant and scholarship sources and completion of college and financial aid applications. **E**
- Refer students and families to appropriate career interest assessments and surveys; assist students in gathering information from a variety of sources to explore potential careers and assist with career-related decisions; meet with students and parents. **E**
- Develop and promote college and career center programs and opportunities; research and identify emerging and growing industries; monitor program

participation and student status; evaluate program effectiveness and recommend continuing and follow up programs. ***E***

- Identify and disseminate information regarding employment openings, student internships, job fairs and summer program opportunities; provide resume writing assistance to students; conduct mock interviews; process and issue student work permits. ***E***
- Maintain college and career center website at assigned site; post and distribute pertinent information via bulletins, flyers, posters, brochures, memoranda, emails and automated messaging systems. ***E***
- Provide support to teachers in the implementation of college and career technical education; assist in career integration across curriculum. ***E***
- Collaborate with site and district staff to provide career development services for special needs students to assure their success in career technical education and post-secondary explorations. ***E***
- Prepare and maintain a variety of records, reports, databases and files related to assigned activities including student and parent contacts, testing fee waivers, college admissions, grants, expenditures, work permits issued and employment opportunities. ***E***
- Operate a variety of office equipment including projectors, copiers, scanners and a computer and assigned software; drive a vehicle to conduct work. ***E***
- Order, receive, store and catalog college and career center materials and equipment; maintain and arrange for equipment repairs. ***E***
- Attend a variety of workshops, meetings, trainings and conferences to maintain current knowledge of college entrance and financial aid requirements, career technical education developments, labor market trends and applicable employment laws. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are typically assigned to a college and career center at a high school and plan, develop and implement appropriate activities and services within the center. Incumbents collaborate with students, parents, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities and provide college readiness and career guidance information to students.

EMPLOYMENT STANDARDS

Knowledge of:

Career development and guidance principles.

Purpose and goal of career technical education programs.

Economic and labor market conditions.

Career interest assessment methods, procedures and interpretations.

Community resources to assist students in college and career exploration and opportunities.

Employment searching, completing employment applications and interviewing techniques.

Post-secondary and career technical educational opportunities.

Requirements, procedures and policies related to college admissions, applications, entrance testing and fee waivers, scholarships and financial aid.

Workshop development and oral presentation techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

Research methods and report writing techniques.

Record-keeping and filing techniques.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, develop and implement appropriate activities and services within a college and career center.

Provide college and career guidance to students.

Serve as a resource regarding career and college readiness information.

Collaborate with students, parents, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities.

Train and supervise the performance of assigned staff.

Meet individually and with groups of students to identify interests, skills, needs and goals.

Refer students and families to appropriate career interest assessments and surveys.

Maintain college and career center website.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Prepare and maintain a variety of records, reports, databases and files.

Plan and organize work.

Work independently with little direction.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

Experience:

Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Classroom and office environment.
Evening, weekend or varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead and above the shoulders.
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/11/13