

**Corning Union High School District
Job Description**

JOB TITLE: College and Career Readiness Technician

Salary Range: 23

Dept./Family: Student Support Services

Immediate

Supervisor:

CUHS Principal

Approved:

Board of Trustees

DEFINITION:

Under the general supervision of the CUHS Principal, serves as an integral part of the career center, to perform a variety of career, college, clerical and computer duties in a career center setting; to provide assistance to counselors, students and staff. May exercise functional and technical supervision; oversee students, student assistants, and community volunteers, as directed.

ESSENTIAL FUNCTIONS:

- Serves a liaison with the public, students, military and education recruiters.
- Recruit, coordinate, plan and organize college and career events.
- Provided district representation and speaks for the District at College and Career events both in the daytime and the evening.
- Serves a liaison to coordination of external organization student recognition programs.
- Conducts annual student assessments using college and career programs.
- Maintains and updates student databases and oversees scholarships, awards and distributes information.
- Recruits volunteers and coordinates District events such as College Fair and Senior Exit Interviews.
- Serves as liaison between CUHSD and local Community Colleges to facilitate dual enrollment in Core and CTE subjects.
- Assist in facilitating job shadow and internship opportunities for CUHS students at community businesses

ENVIRONMENT:

- Work is performed in an indoor environment and may be subject to constant interruptions.

PHYSICAL ABILITIES:

- Ability to sit for extended periods of time.
- Ability to stand/walk all areas of the Career Center or library media center for long periods of time.
- Dexterity of hands, fingers to operate a computer and office equipment, sitting and standing of extended periods of time and seeing, hearing and speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Assists students, staff and community members with college, career resources.
- Organize college, career events such as Senior Exit Interviews.

Board Approved: 2/10/2022

- Communicate with a variety of stakeholders regarding College and Career Events.
- Participates in a variety of College Career Events.
- Present College Career information to a variety of groups and individuals.
- Creates newsletters, information packets, and correspondences.
- Corresponds with scholarships/ awards providers, presenters, and volunteers.
- Provide Scholarship listing to CUHS students
- Provide List of Award Recipients to Scholarship Sponsors
- Oversee career center budget and complete necessary paperwork for ordering supplies
- Coordinate the application process for the CUHS Scholarship
- Coordinate all aspects of the Senior Awards Night
- Coordinate the organization of Senior Exit Interviews
- Collects and records student applications.
- Searches and utilizes online resource sites for programs.
- Provide career exploration activities with all students in order to assist in developing Career Pathway plans.
- Work with academic counselors in delivering students' career exploration information, college decisions, and career pathways as they relate to student's personal career assessments.
- Coordinate job shadowing experiences , work based learning placements, and internship opportunities that compliment student's career pathways.
- Develop relationships with community businesses.
- Communicate with Community colleges regarding dual enrollment.
- Provide information to school staff, students, and parents regarding dual enrollment opportunities.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic operations, services and activities of a career center.
- Principles of record-keeping and reporting.
- Modern office methods, practices, procedure, and computer software needed for career center.
- Correct English usage, spelling vocabulary, grammar, sentence structure, and punctuation.
- Operate computers, printers, copiers, laminators and other office equipment as needed.
- Skill in the use of career center computer systems.
- Working independently or as a team member.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Demonstrate an understanding, patient and receptive attitude towards students.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain confidentiality of student and school information.
- Understand and follow oral and written instructions.
- Ability to coordinate and expand career exploration through ongoing presentations.
- Outgoing, fun personality. Ability to provide classroom presentations with great enthusiasm.

- Ability to be an articulate and knowledgeable speaker in front of large groups of students or parents
- Be knowledgeable of California CTE Standards and California Career Industry Sectors and Pathways.

QUALIFICATIONS:

- One year of clerical and computer experience, including some experience with event coordination and public speaking.
- Some experience working in an organized education setting is desirable.
- A high school diploma or GED; some college preferred.
- Background in Public Relations or related field
- Bilingual Preferred