

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**COLLEGE AND CAREER TECHNICIAN**

DEFINITION

Under direction, performs a variety of duties associated with academic planning, career guidance and testing for students at various grade levels within the District or for community education programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Monitors and assists students by providing resources to support academic progress towards promotion or graduation; assists with producing media for the counseling department including website updates, social media, and other forms of publications; assists with data collection for various programs; responds to inquiries regarding educational programs; assists with the coordination of a variety of available educational resources; works closely with counseling staff for making referrals to community resources; promotes positive school, parent, and community relationships; inputs data and performs a variety of clerical work to fulfill duties as required; plans, attends and assists with presentation of parent orientations and student presentations; prepares notifications for students and parents related to academic progress; organizes various meetings with staff and parents to provide academic support to students; administers career guidance surveys and provides information on careers to students; coordinates with community colleges for placement tests, orientations, college visits and other school activities; researches college programs, financial aid and scholarships or grants using resources such as college manuals and the Internet and provides this information to students; plans and assists with awards and other special programs; performs other related duties as required.

QUALIFICATIONS

Knowledge of: Information sources including but not limited to secondary education requirements, college entrance requirements, application procedures, testing, financial aid and scholarship opportunities, state and District educational program requirements, registration procedures, academic and vocational guidance, master scheduling,

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community referrals; correct English usage, spelling, grammar and punctuation; modern office equipment including personal computers/devices and routine clerical procedures.

ABILITY TO

Communicate effectively, orally and in writing; perform various information dissemination and clerical procedures with accuracy; interact with students, teachers, and parents in a courteous, tactful, and business-like manner; work in a complex environment with many interruptions; maintain confidentiality of student information; use discretion and good judgment; use computers; enter data; have an appreciation and understanding of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

EDUCATION/EXPERIENCE

Equivalent to the completion of the twelfth grade, supplemented by two years of college coursework in the behavioral sciences, guidance, career counseling, or related field; three years of progressively responsible clerical experiences some of which has included heavy personal contact responsibilities; one year experience working with secondary or post-secondary age students; successful experience in a secondary or post-secondary school educational setting in a capacity relevant to academic advisement is desirable, or any combination of training and experience that could likely provide the desired knowledge and abilities.