

SITE CAREER CENTER COORDINATOR

CLASSIFICATION: Classified

JOB SUMMARY: Under the general supervision of the Career Education Supervisor, assist in the development of and operate the site Career Center, and perform other related duties as assigned. Serve as a resource for students, staff and parents for post-secondary education options, career opportunities and financial aid information at the site.

ESSENTIAL FUNCTIONS

- Oversee the Career Center
- Operate computer at intermediate to advanced skill level
- Assist students with career preparation, such as interest inventories, resume writing and interviewing techniques
- Assist students in using software programs and the Internet
- Advise student who have not passed the CAHSEE of their options for tutorials
- Meet with students and parents regarding CAHSEE tutorial options
- Direct students/parents to appropriate CAHSEE tutorial offered for their school and facilitate their attendance in tutorial sessions
- Maintain records of student/parent contact regarding CAHSEE tutorial sessions

OTHER FUNCTIONS

- Supervise student aides
- Assist with classroom presentations
- Serve on district and school committees pertaining to career education, WASC and other related functions
- Coordinate and administer grade level Career Research unit
- Coordinate career planning folder activities for designated students
- Maintain and organize current resources
- Arrange, schedule and coordinate guest speakers and college representatives
- Schedule Sonoma State pre-college counselor visits
- Schedule counselors from SRJC
- Attend UC, CSU, College Board, Ed Fund conferences
- Coordinate with students and donors for local scholarships
- Coordinate Senior Awards Assembly with designated Counselor
- Write and submit monthly articles for parent newsletter

EMPLOYMENT STANDARDS

• **Training and Experience** - Minimum of two years combined work experience in private sector and secondary education. Knowledge of: computer operation, various career education software and the Internet, resume writing and interview skills, career opportunities and trends in the labor market . General knowledge of post-secondary education opportunities, financial aid and scholarships.

• **Abilities:** - Strong desire to motivate students and support them as they make the connection between school and career. Ability to work independently with minimum supervision and self motivation, to communicate with a variety of people at school and in the community, to reflect a professional approach to the world of school and work, to respond to the needs of the teaching staff in their efforts to successfully prepare and support students for their futures.

- **Physical Effort/Working Environment** - Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Equivalent to the completion of an AA degree; BA degree preferred
- **Required under No Child Left Behind Act of 2001** – One of the following:
 - Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.