

**Gridley Unified School District
Job Description**

JOB TITLE:	COLLEGE & CAREER TECHNICIAN	DIVISION:	Classified
SALARY LEVEL:	5	DEPARTMENT:	School Site
LOCATION:	School Site	BOARD APPROVED:	07/19/2023
REPORTS TO:	Site Administrator or designee		

SUMMARY: Under the direction of the school administration, provide, guide and direct students to comprehensive scholarship program sources, college information, financial aid resources and applications, and preparatory materials for college entrances examinations, including the Scholastic Achievement Test (SAT), Preliminary SAT (PSAT) and the American College Testing (ACT) tests; develop and deliver a variety of informational presentations to students, parents and faculty regarding colleges and universities resources, testing and scholarships; coordinate special events for the College & Career Center. Ensure course coding in the school information system is in alignment with State reporting requirements. Research and prepare and enter data as required for Career and Technical Education grants and state reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

REPRESENTATIVE DUTIES:

- Assist school counselors with college scholarship program informational materials, applications and online resources.
- Collaborate with college representatives, community-based organizations and local businesses.
- Ensure Student Information System contains correct coding for state and grant reporting.
- Collect and compile college exploration information, requirements, financial aid information, forms applications, college planning resources, academic planning assessments, college entrance examinations preparation and related materials.
- Coordinate and schedule college activities and other special events including Senior Awards Night; reserve and set up facilities; organize and schedule college representatives, local business leaders and others for speaking engagements; prepare and publicize related materials.
- Schedule field trips to colleges and universities; maintain active relationships with local community and college professionals, and other community based organizations to develop college preparatory activities, collaborative partnerships and exchange of shared resources.
- Develop and deliver training and information to students, faculty, administrators, staff and the public concerning College & Career; conduct informational workshops and facilitate classroom presentations related to the College & Career Center resources; administer skills, interest and aptitude assessments and surveys.
- Develop materials to publicize and promote college and career planning activities; collect, maintain and distribute related materials.
- Perform clerical duties including filing, typing and duplicating a variety of materials such as fliers, announcements and lists; send and receive emails; answer telephones and greet visitors.
- Communicate with staff, faculty, counselors, administration and outside agencies to exchange information and coordinate a variety of activities.
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.
- Attend a variety of meetings and conferences related to assigned activities.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Principles, practices and techniques of providing educational assessments and college guidance to students.

- Basic interviewing and advisement techniques.
- College information and resources.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of standard office equipment including a computer and assigned software.
- Oral and written communication skills.
- Public speaking and public relations techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Implement policies and objectives of the school's college and career goals.
- Learn sources of college resources and informational materials.
- Provide general and reference assistance to students, counselors, teachers, administration, and parents.
- Prepare and deliver oral presentations.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and maintain records.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Occasionally work required evenings and/or weekends as job duties and events demand

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); three (3) months related experience and/or training; or equivalent combination of education and experience; Two (2) years of study (48 units) from a recognized college or university OR possession of an Associate's degree OR meet a rigorous standard of quality and be able to demonstrate, through a formal academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. BILINGUAL PREFERRED.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

District First Aid and CPR training may be required and will be provided. Valid CA drivers license.

OTHER SKILLS AND ABILITIES:

Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Basic computer skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate.