

CAREER CENTER GUIDANCE/R.O.P. TECHNICIAN**DEFINITION**

Under supervision of the principal or designee, oversees the overall operation of the Career Center; provides career and vocational information to students.

DISTINGUISHING CHARACTERISTICS

The Career Center Guidance/R.O.P. Technician provides career guidance information, maintains a career education library; including career education library information through the internet, computer programs, etc., initiates, coordinates, and publicizes Career Center activities including visitation by college and vocational school representatives, career speakers, and provides career information to students, staff, and the community.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Operates and maintains a career center providing career information. Sets up appointments and makes arrangements for the use of the career center by students, counselors, teachers, career speakers, college representatives, and armed forces representatives. Sets up classroom orientations of the career center. **(E)**
2. Assists students with career guidance information; performs some career interest and aptitude testing; assists counselors and teachers with career-oriented activities. **(E)**
3. Registers students for R.O.P. classes and coordinates the awarding of credits earned in these classes. Assists in the dissemination of information pertaining to the R.O.P. classes and attends meetings related to this program. **(E)**
4. Instructs students and staff in the use of career center materials and equipment, including multimedia equipment and the use of computer-based information technology. **(E)**
5. Updates and maintains a career education library, including processing orders for supplies, computer software, catalogs, college applications, SAT/ACT materials, FAFSA forms, and scholarship information. **(E)**
6. Initiates, coordinates, and publicizes career center activities.
7. Performs general clerical duties as related to this position.
8. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Guidance procedures and techniques;
- Internet technologies, computer applications including word processing, data base, spreadsheet, desktop publishing;
- Business math and business English including vocabulary, correct grammatical usage, punctuation, and spelling;
- Office methods, practices, and procedures;
- Operation of office equipment.

Ability to:

- Work independently;
- Type at a rate of 45 words per minute from clear copy;
- Make mathematical calculations with speed and accuracy;
- Administer and score career oriented tests according to precise directions; learn the rudimentary interpretation of test results;
- Follow written and oral directions;
- Assess student needs, requests and handle interaction with students in a tactful and effective manner;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day.

EXPERIENCE

Minimum of two years of experience in career guidance or related fields desirable.

EDUCATION

High school diploma or its equivalent. Two years of college and/or career development paraprofessional certificate desirable.

WORKING CONDITIONS

- School office environment;
- Demanding timelines;
- Subject to frequent interruptions and extensive contact with students, parents, and others.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;

- Visual ability to read, prepare/process documents and to monitor office and student activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

HAZARDS

- Some contact with toxic materials
- Exposure to paper dust;
- Exposure to contact with blood or body fluids and potential exposure to communicable diseases;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

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