

METROPOLITAN EDUCATION DISTRICT

Career Specialist

Location:	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal
Classification:	Classified, CSEA Bargaining Unit
Date Approved:	6/27/90, 6/11/97, 1/18/17
Dates Revised:	
Position Control:	#142208, Salary Schedule 2, Range 26, 10.25 Month Work Year

POSITION DESCRIPTION:

Under the direction of the SVCTE Principal or designee, maintain and organize the college and career information center and assist students, teachers, parents, counselors and the community by providing information, materials and resources dealing with career planning and college entrance.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Support Student Services for making all student and staff ID badges
- Create a flyer and/or slide to advertise events
- Coordinate employer campus visits, campus-wide speaker visits or college visits
- Support the outreach of visitors who come to tour the campus
- Support the counselor to arrange the College & Career Fair in spring
- Coordinate the student applications for participation in the Rotary Job Shadow Day event in spring
- College & Career Center student supervision
- When a job opening is called or emailed to SVCTE, print out the details and post on the boards for student access and remove when old
- Maintain current materials in the center related to local colleges and programs for students
- Make calls or sends emails to potential employers who may confirm to attend an industry meeting for a teacher
- Maintain and communicate current information on careers, employment, prospects, employment trends, job requirements, military and opportunities for higher education and technical training, including scholarships and financial aid
- In collaboration with counselors, provide career and college entrance information to students, teachers, parents and staff; coordinate day-to-day operations and schedule activities, programs and speakers
- Assist students and staff directly in the effective use of information for career planning and job preparation
- Obtain, organize, file and display career materials; catalog and prepare for use by students; maintain displays, bulletin and electronic boards
- Assist users in the operation of computer programs and files to research college and career information; conduct individual and group training sessions on the use of center equipment and programs
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize College and Career Center services, resources and speaker programs
- Contact, schedule and arrange guest speakers from local business community, colleges and military services to present information regarding specific occupations

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AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Schedule visitations by representatives from local colleges; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and technical training and preparation
- Work cooperatively with business employers to provide students and teachers with career information. Support work-based learning opportunities and the required records
- Coordinate the daily operation of the College & Career Center including scheduling of visits by education partners and guest speakers
- Maintain current lists and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and monitor application progress for both scholarships and financial aid
- Maintain records of College & Career Center activities and programs; maintain inventory records of materials and equipment and assist in determining purchase priorities
- Create a positive and warm atmosphere of concern and helpfulness in the Center;
- Decorate and maintain information boards
- Orient large and small groups to the Center and its activities; conduct tours of Center
- Participate in the coordination and implementation of college and campus career development activities as assigned
- Attend appropriate workshops and conferences as assigned
- Maintain master calendar of events of the Center
- Perform related duties as assigned
- Assists in accomplishing SVCTE and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Local job market and resources available to monitor changes in the employment situation in Santa Clara County
- Staffing process of local firms
- Vocational training opportunities in the District

Ability to:

- Maintain excellent written and oral communications
- Maintain cooperative relationships with employers and District staff
- Prioritize work load and change priorities on short notice
- Work well under pressure
- Maintain accurate records and files
- Gather, organize, prepare data and other information related to the position

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MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience

Two (2) years of professional experience in employment services, career guidance or related field with a minimum of one (1) year of experience in job placement

Education and Credentials:

Bachelor's Degree or equivalent experience required

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature