Martinez Unified School District
Classified Job Description
Career/College Specialist
40 35 Hours/Week - 10 Months/Year

Definition
Under general direction:
- Responsible for the creation of a career/college center;
- Coordinates overall operations of career/college center programs;
- Advises students and parents on career/college and other postsecondary options;
- Provides career/college planning resources and services; and
- Performs related work as required.

Example of Duties
- Develops and updates career/college planning resources;
- Advises students and parents regarding career, vocational and college options;
- Researches, catalogs and disseminates materials relating to careers, vocational schools, colleges, military opportunities, financial aid, scholarships, testing, etc.;
- Assists students in using the career/college center;
- Provides current Regional Occupational Program (ROP) information and courses;
- Serves as a resource person/assistant to teachers, counselors, administrators, community, parents and students in class activities;
- Develops, prepares, and presents college and career units with faculty members for classes;
- Communicates goals of the career/college center;
- Supervises student aides and volunteers;
- Maintains student files and records, prepares bulletins and announcements;
- Assists students in completing forms, to include college applications and college essays;
- Administers, scores, and interprets vocational interest and aptitude tests;
- Coordinates, administers, supervises and interprets specialized testing (PSAT, ASVAB, Advanced Placement, SAT I and SAT II, ACT, etc.);
- Distributes information and advises students regarding trade/technical schools, college financial aid applications, tests, and other college related information;
- Instructs students in job-seeking skills, including resume writing and applications;
- Organizes field trips and tours related to career development;
- Conducts informational programs for student groups;
- Maintains career/college center budget;
- Organizes, directs and produces year-end award ceremonies;
- Conducts career/college and financial aid workshops/presentations for parents and students;
- Attends workshops and conferences to obtain the most current information to assist students with post-high school planning;
- Writes letters of recommendation for college admissions;
- Assists students with sophisticated computer software for career, college and scholarship search, plus computerized college applications and Internet services;
- Operates computer terminal; and
- Performs related work as required.

Desirable Qualifications
Training and Experience:
- A minimum of two years of college course work in career/college planning or a related field; or
- An equivalent combination of training and experience

Knowledge, Skills and Abilities
Knowledge of:
- Tests and measurement procedures;
- Records establishment and maintenance;
- Career/college opportunities and requirements;
- Existing educational programs; and
- College admission forms, applications, and financial aid resources/requirements

Skill in:
- Maintaining student records and files;
- Researching career/college opportunities and related information;
- Operating a computer terminal and related software;
- Communicating clearly and concisely orally and in writing;
- Providing guidance to students and other individuals;
- Establishing and maintaining effective relationships with others; and
- Operating audiovisual equipment

Ability to:
- Work independently