



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**COLLEGE AND CAREER SPECIALIST**

**DEPARTMENT/SITE:** High School Counseling  
Office

**REPORTS TO:** Principal

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 19

**WORK CALENDAR:** 201 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of a high school principal or designee and in close coordination with site Counselors, the College and Career Specialist provides support to the instructional program with specific responsibilities for providing students with information on post high school educational opportunities and work careers/job opportunities; administers and interprets career assessment tools; plans on-site presentations by college and/or career representatives; and assists in the support and implementation of ongoing department programs. The incumbents in this classification provide the school community with academic and career information support which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class assist students in their efforts to pursue successful college application and/or goals for post high-school training and careers. This class differs from the Student Advocate class which assists a caseload of students with efforts to pursue post-secondary career/education goals but with a much greater emphasis in involving parents and community-based social support programs to ameliorate and overcome social, environmental, health, and other barriers to a student's successful completion of high school and post-secondary career development.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists students (e.g., applications for financial aid, college materials, applications, online registration, scholarships, career assessment tests) in supporting activities necessary for pursuing and securing post-secondary academic and/or vocational and career opportunities.
- Conducts workshops and/or presentations that provide student with information regarding occupational programs, the college application process, and/or other career opportunities following high school graduation.
- Coordinates on-campus site visits by college/university, career and/or military recruiters, ensuring availability of facilities and enhancing students' access to educational and career opportunities.
- Directs student workers and volunteers to ensure that work functions are completed correctly and within specific timeframes.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g., inventory of college catalogues, applications, and web site locations); makes them available for use and distribution to students, counselors, and teachers as required.
- Monitors student activities in the College and Career Center for the purpose of providing a safe and positive environment.
- Participates in a variety of meetings, workshops, and committees (e.g., university/college conferences,

class visits, community service group meetings) for the purpose of conveying and/or gathering information required to perform functions; remains knowledgeable about with program guidelines.

- Performs a variety of clerical activities (e.g., copying, filing, collating, answering phones) for the purpose of supporting the students and staff.
- Prepares a variety of documents, reports, and written materials (e.g., individual awards, invitations, event programs, bulletins, reports) for the purpose of communicating information to parents, staff; provides written support, developing recommendations, and/or conveying information.
- Researches educational and/or career opportunities for the purpose of providing students with information to investigate and successfully pursue personal career goals and educational objectives and opportunities.
- Schedules career and/or vocational assessments of students' interests and abilities to assist them in evaluating career options.
- Solicits information and/or materials from colleges and other organizations (e.g., college, trade/technical schools, college videos, local companies) for the purpose of enhancing the Career Center reference collection and providing additional resource for students and parents.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Assessment methodology and analysis
- Research-based career and youth development strategies
- Work and career funded programs, objectives, and regulations
- Community resources
- College interest requirements
- Forms, processes, procedures, and strategies for completing and submitting college and financial aid applications
- Interpersonal skills using tact, patience, and courtesy
- Basic computer knowledge including, but not limited to, internet applications, email, word processing, spreadsheet, District information system and other software pertaining to current position
- Correct English usage, grammar, spelling, punctuation, and vocabulary

#### **Skills and Abilities to:**

- Operate standard office equipment including utilizing pertinent software applications
- Prepare and maintain accurate records
- Plan and manage projects; meet deadlines and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Prepare and deliver oral presentations
- Read, interpret, apply, and explain rules, regulations, policies, and procedures pertaining to career development and college application and readiness
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Organize information and materials
- Facilitate site guidance team planning
- Analyze student assessment information and effectively communicate information to family, students, and school staff
- Work as a member of the guidance team
- Work independently with little direction
- Plan, prioritize and complete work despite many interruptions
- Learn new or updated computer systems and programs to apply to career and college readiness activities

and tasks

- Communicate using patience and courtesy in a manner that reflects positively on the District
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Learn District organization, operations, policies, objectives, and goals

### **RESPONSIBILITY:**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Associate's degree, with significant coursework in psychology, sociology, social work, or business. Bachelor's degree in one of these fields is preferred.

### **EXPERIENCE REQUIRED:**

Two (2) years of experience working in a business or career development setting that included expertise in technology and at least six (6) months working with students or teenagers.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to trainings and conferences.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through District's provider

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and regularly requires sitting for extended periods
- Lift and move equipment and other objects weighing up to 35 pounds
- Dexterity of hands and fingers to operate a computer keyboard, and other office equipment and to maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle, and occasional operation of a District vehicle, to travel within and outside the district for meetings, training sessions, and assisting staff at school sites
- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with blood-borne pathogens and communicable diseases