



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Career Center Coordinator**
Job Family: **Instructional Support**
Prepared/Revised Date: **November 27, 2013**

FLSA Status: **Non-Exempt**
Pay Range: **PT27H**
Job Code: **40201**

SUMMARY: Responsible for planning, developing, promoting and/or implementing career-related activities and resources to enhance student awareness of post graduation options. Direct the daily operation of the Career Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Instruct students, teachers and parents on the use of career/college resources in the Career Center, including guiding them through the process of searching for career, college and scholarship information and applying for colleges and scholarships.	D	15%
2. Assist students in completing college and scholarship applications and maintaining college scholarship accounts.	D	15%
3. Maintain catalogs and materials related to job opportunities, careers, technical colleges, scholarships and the Armed Forces.	D	15%
4. Act as a liaison between students, parents, teachers and college admissions counselors.	D	5%
5. Maintain computers, software, network and/or hardware in Career Center.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Administer Career Interest Inventory and provide interest inventory evaluations for individuals, groups and classrooms.	W	5%
8. Work with counselors to provide student support and follow-up.	W	5%
9. Maintain Naviance Network to update college admission personal information.	W	5%
10. Provide essay writing workshops and support students in essay writing for college applications.	M	5%
11. Write articles for publication in monthly newsletter.	M	5%
12. Attend appropriate inservices, building meetings, training, parent conferences and/or school functions.	M	5%
13. May work with critical skills classes on college research projects.	M	5%
14. May organize and run the In-State College Fairs.	A	5%
15. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree
- One to two years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills, including editing, proofreading, punctuation and spelling skills
- Interpersonal relations skills
- Basic math skills
- Personal computer and keyboarding skills
- Independent starter
- Bilingual oral and written communication skills may be required or preferred
- Strong organizational skills
- Computer hardware, software, network and Internet troubleshooting skills
- Knowledge of career and post-secondary educational opportunities
- Knowledge of Internet on-line application process
- Computer database operation skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and troubleshooting skills related to computer hardware, software, network, databases and Internet
- Strong operating knowledge of and experience with word processing software and databases
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students within the Career Center.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	x			
Up to 25 pounds				x
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	



NOISE LEVEL:	Exposure Level
Moderate	x
Loud	
Very Loud	