

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: CAREER CENTER TECH
CALENDAR: [CAREER CENTER TECH](#)
SALARY: [GRADE 11](#)

Job Goal Create and maintain appropriate career and college information for secondary students

Minimum Qualifications:

- AA degree or equivalent education/experience in related field
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check

Core Job Functions:

- Perform a wide variety of clerical tasks including typing, filing and preparing reports
- Research and organize materials from colleges, universities, trade and technical schools including information on internships, scholarships, financial aid and college entrance exams
- Provide guidance to students and teachers in the use of the Career Center
- Produce, presenting and distributing informational material for students and parents
- Organize events regarding career/college awareness, goal setting and decision making
- Assist students with college application process and maintaining career portfolios
- Assist in the registration process of new students
- Be flexible and perform other duties relating to general job function as assigned by supervisors
- Be flexible and attentive to students needs
- Accept responsibility for student well being and safety while they are in employee's care
- Be alert to and reporting the possibility of any substance use, child abuse or dangerous situation based upon daily observation
- Operate and caring for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here 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.