

Job Description

Job Title: **Career Assessment Specialist**
 Job Family: **Student Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **August 16, 2006**

Job Code: **1405**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 15**
 Typical Work Year: **9 months**

SUMMARY: Monitor and direct students in taking a variety of career exploration standardized assessments and evaluations. Interpret results and assist students with career and post-secondary information. Assist Supplemental Services Coordinator, Counselor and Main Office with general office tasks including tours, budget maintenance, resources upkeep and data entry. Maintain assessment results database and update Career Assessment Center Library.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer standardized assessment and evaluation tests for career exploration including TABE (Tests Adult Basic Education), Learning Styles Inventories and SAGE (System for Assessment and Group Evaluation).	D	25%
2. Assist Supplemental Services Coordinator and Counselor with ordering supplies, typing documents, copying forms and other miscellaneous tasks.	D	20%
3. Review and interpret results of assessment testing for students. Provide academic, occupational and career planning based on testing results.	W	10%
4. Key assessment data into Excel or in-house database.	W	10%
5. Assist students in Career Center research prospective college information including financial aid and scholarship availability. Utilize COCIS (Colorado Career Information System).	D	7%
6. Update the Career Assessment Center Library, including ordering new books, financial aid and college information as necessary. Purge outdated information.	D	6%
7. Maintain student bulletin boards with daily announcements, scholarship and financial aid information. Assist in the main office by filing, stuffing envelopes and assisting students. Monitor front desk during office meetings.	D	6%
8. Assist Supplemental Services Coordinator with purchases and record maintenance by performing data entry and filing.	D	5%
9. Monitor students while they are using the Career Center.	D	5%
10. Conduct tours to promote the Bollman Technical Educational Center Vocational programs. Order and maintain monthly magazines for the Career Assessment Center. Distribute to career and technical staff throughout the District.	M	4%
11. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma or equivalent.
- Minimum of one year of experience in working with school age students.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those 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 experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of TABE (Tests Adult Basic Education) required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Teacher on Special Assignment/Supplemental Services Coordinator	4007

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Track expenses and enter budget expenses into an Excel spreadsheet.

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 feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear				X
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	