

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**COLLEGE CAREER COUNSELOR**

**DEFINITION**

Under the direction of a high school administrator or certificated manager, organize, maintain and operate a high school College & Career Center providing counseling on a wide variety of college and career information and materials; communicate with students, faculty, parents and community representatives concerning career planning and college entrance. Location may be at a school site or satellite location.

**EXAMPLES OF DUTIES**

- Provide counseling services regarding career and college entrance information and assistance to students, teachers, parents and counselors; coordinate day-to-day operations and schedule activities, programs and speakers.
- Offer resources and support to students and parents specific to analyzing a variety of college data.
- Develop career education and instructional materials for use by teachers and students; counsel students in locating and using college/career information as needed for research, assignments and post-high school planning.
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards, as well as web based resources.
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers, emails and other materials to publicize Career Center services, resources and speaker programs.
- Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific occupations.
- Schedule visitations by representatives from colleges; organize coordinate and publicize career-related events and other opportunities for students to learn about higher education and vocational training and preparation.
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.
- Maintain current lists and bulletins concerning scholarships and other financial aids available; provide counseling and support concerning specialized scholarships and assistance with completing application forms (e.g. FAFSA); provide internet based resources concerning scholarship options and applications.
- Provide guidance concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate.
- Assist students with College & Career Center materials and equipment.
- Prepare and deliver informational presentations as requested; orient students to college and career resources and services available.
- Maintain a current inventory of Career Center equipment and materials; assist in determining purchase priorities.
- Plan and conduct Career Days, Career Month, Teen Job Fairs, or College Fairs.

**EXAMPLES OF DUTIES (Continued)**

- Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid.
- Train and provide work direction to volunteers and student assistants.
- Operate a variety of office equipment including audio/visual equipment.
- Work schedule up to eight hours to allow opportunities to meet with students and families during evening hours, up to 9:00 p.m.
- Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Career and occupational resources, trends, and opportunities; college research resources available to students online; college entrance requirements and procedures; correct English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures, and equipment; record-keeping techniques; oral and written communication skills; telephone techniques and etiquette; basic research methods; college admission requirements, financial aid requirements, and training necessary for future careers.

**Ability to:**

Organize, maintain and operate a high school College & Career Center; provide specialized assistance and counseling services concerning career planning and college entrance to students, parents, staff, and community agencies; develop and provide guidance on materials related to career/college opportunities for high school students; obtain, evaluate and process occupational literature; operate PC's in a Windows environment using various office productivity software applications; operate modern office equipment and audio/visual equipment; work independently using effective public relations skills with little direction; meet collaboratively with students and parents to explore multiple college and career options; establish and maintain cooperative and effective working relationships; analyze situations accurately and adopt an effective course of action; meet scheduled timelines; plan and organize work; work confidentially with discretion; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures.

**Experience:**

Successful experience in one or more of the following assignments is preferred: Advisor, Counselor, Class Sponsor, Department Chairperson, District Counselor, District Resource Teacher, Teacher on Special Assignment.

**Education:**

Equivalent to the completion of an earned Master of Arts or higher degree in psychology, counseling, or guidance.

**Certification Requirement**

Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor.