

TLC SECRETARY

Job Summary

Under the direction of the site principal or designated administrator, the Academic Career Coach will perform responsible clerical duties assigned; maintain and organize career education materials for students, counselors, teachers and administrators; completes responsible clerical work in connection with maintaining financial and statistical records; may be required to substitute for site secretary when necessary; perform other related duties as required.

Qualifications:

Required:

- Possess a valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire.)
- Completion of the twelfth grade or equivalent
- Two years experience working in a school setting with children
- Typing certificate verifying a net corrected speed equal to or greater than 40 wpm
- Self-starter and highly motivated

Desired:

- Strong people and communication skills
- Knowledge of the Spanish language is desirable
- Previous work experience with multicultural individuals/groups in a school-based setting

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to provide instructional assistance to students with special needs
3. Ability to operate computer student tracking technology
4. Knowledge of modern accounting and bookkeeping methods
5. Knowledge of operations and be able to coordinate and operate student/computer lab
6. Knowledge of research techniques using the electronic library and/or the Internet
7. Ability to work well with and understand children and to work cooperatively with teachers, principals, and others
8. Knowledge of basic computer skills, particularly word processing
9. Ability to relate well to students, and families, and community, in a nonjudgmental and caring manner
10. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
11. Ability to communicate effectively, both in writing and orally

Essential Functions of this position, which may change or evolve in the future, are but not limited to, the following:

1. Career Center Management:
 - Order materials (consult with administration) and organize
 - Maintain inventory
 - Maintain center: attractive appearance, displays, bulletin boards
 - Review new catalogs and make recommendations for purchases
 - Handle incoming and outgoing correspondence
 - Keep daily records (student use of center, etc.)
2. Assistance to Students:
 - Conduct student orientation to center
 - Provide current job data and career education materials
 - Help locate materials and assist in use of career materials
 - Help students in use of computers, Internet, and software to investigate careers and interests
 - Organize annual Career Fair

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3. Assistance to Learning Directors/Counselors
 - Maintain up-to-date catalogs, resources, etc.
 - Conduct career exploration sessions
 - Collect and maintain pertinent student data
 - Assist in development of career/education plans
 - Assist in administering assessments, inventories, etc.
 - Assist in communication with postsecondary recruiters (colleges, vocational training, military recruiters, etc.)
4. Assistance to Teachers/Advisors
 - Help in scheduling classes/groups to use center
 - Supply pertinent material for use in completion of career/education plans
 - Assist students in finding appropriate college catalogs and financial aid exploration
 - Assist in development of career-related curriculum
5. Assistance to Parents/Community
 - General public relations promoting benefits to students of the Career Center and Technology Learning Center
 - Answer phone with general information and take messages
6. Assistance to Business/Industry
 - Schedule speakers, representatives from business/industry
 - Maintain regular contact regarding job market trends
 - Keep bulletin board with local job openings for students (part-time work)
7. Ensure that reports are prepared and submitted as required
8. Communicate regularly with other site staff regarding student issues and share other necessary information
9. Act as backup to Principal's/Ste Secretary/Attendance Secretary/Community Contact in their Absence
10. Act as Receptionist for site if necessary
11. Data entry of student information into computer for report
12. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead in order to unload, stock shelves, move material
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.