



Santa Rosa City Schools

Classification Description

Job title:	College and Career Technician	Department:	School Site
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:	June 10, 2026	Work year:	10 month
Revision(s):		Salary Range	CSEA 75 Range 26

Definition:

Under the direction and supervision of an assigned school administrator, coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and college information center. Interacts with students, parents and staff, providing them with resources, including books, catalogs, community contacts and computer-aided resources, i.e. websites. Schedules speakers, visits and events, promoting college admissions and career planning and development as well as other post-secondary options.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. Understands and works effectively with people of differing cultures.

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Organizes, maintains and continually updates a career planning and college information center with data on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest and resources to students, parents and staff.
2. Schedules speakers, college representatives and recruiters. Maintains a master calendar of scheduled events, speakers and career fairs.
3. Provides information concerning scholarships and assistance in completing application forms. Develops and maintains current lists and bulletins concerning school and other financial aides available.
4. Prepares college and career flyers and newsletters to distribute to students, parents and staff. Prepares and speaks at informational presentations to classrooms, students groups, and parent organizations on academic compliance issues, college admissions, and post-secondary planning.
5. Composes and prepares a variety of documents including bulletins, reports, forms and lists. Prepares letters, memos and correspondence from written notes or oral instructions.
6. Attends meetings, conferences and seminars regarding career trends, college entrance and financial aid and standardized college admission testing.
7. Communicates with staff, administrators, schools, colleges, employers, outside agencies and the public to exchange information. Communicates issues and concerns with Site Administration.

8. Addresses needs of underserved students by keeping up-to-date on programs and resources designed specifically for these students and ensuring that the students are aware of them.
9. Disseminates information about jobs and mentoring programs.
10. Trains and provides work direction to student assistants.
11. May perform other related duties within the scope of the job description.

QUALIFICATIONS:

Knowledge of:

- Computer programs, graph designs and database management.
- Record-keeping techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Sources of educational and career resources and informational materials.
- Public speaking techniques.

Ability to:

- Work collaboratively with diverse individuals and groups in an educational setting
Provide a supportive environment for students and parents.
- Assist students with utilizing Career Center resources.
- Meet schedules and timelines.
- Maintain records and files.
- Communicate effectively, both orally and in writing.
- Prepare and deliver oral presentations.
- Schedule and arrange for visits and presentations by college and career representatives.
- Assist students in establishing and pursuing goals, selecting and preparing for college, and completing applications.
- Compose and distribute a variety of correspondence.
- Create reports.

Education and Experience:

- Any combination equivalent to: a AA degree in counseling, career education, social services or related field or four (4) years of experience in a school, employment, counseling or guidance environment.
- Demonstrated successful experience in creating and presenting reports using multi-media software.
- Two (2) years of experience using spreadsheet and database software.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.