

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Career Center Facilitator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Career Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-35/CSEA 125 Salary Schedule

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**(Former Classification: High School Resource Center Facilitator)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, coordinate the activities in the community resources center, support classroom-based career development programs and curriculum, and maintain the resource center at an assigned high school site to meet the needs of the students and staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Assist in developing and implementing effective strategies to publicize the assigned project or program in a reasonable, timely manner to expand practices proven to raise student achievement. *E*

Work with the business community to develop school/business partnerships to provide students access to professional learning options and a variety of activities to achieve their personal best. *E*

Plan, schedule and organize activities to recruit applicants, community members, and students for the assigned project or program; arrange for guest speakers. *E*

Assist in the preparation of brochures or other marketing materials as needed to promote learning opportunities for students. *E*

Coordinate the activities of community partners for the resource center; assist in developing and maintaining a master schedule for the Career Center facility. *E*

Prepare and maintain a variety of narrative, analytical, and statistical reports. *E*

Conduct student career assessments and complete objective assessment profiles for the assigned project or program; maintain student career portfolios. *E*

Maintain a job resource center for students and serve as the primary site contact for accessing these services; post-current job orders as needed; provide information to staff, parents and students regarding work permits, services available in the resource center and relevant services in the community. *E*

Conduct student outreach for employment and training programs. *E*

Conduct staff in-services and classroom presentations to promote career education classes and programs; assist with classroom presentations of employability skills information including job trends and job market as needed. *E*

Assist students and parents in finding information regarding post-secondary programs and financial aid, and assist students in completing forms. *E*

Assist students in the assigned project or program in developing career plans and selecting career pathways. *E*

Collaborate with guidance staff on the selection of career guidance materials; maintain current knowledge of changes in career areas and college requirements; attend seminars, conferences, and in-services related to career education as needed to provide students access to a variety of professional learning options. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate degree in social work, psychology, or business with three years experience working in a business or career development setting and at least one year technology experience; bachelor's degree in field preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Drivers License.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Assessment methodology and analysis.

Research-based career and youth development strategies.

Work and career funded programs, objectives and regulations.

Community resources.

College interest requirements.

Interpersonal skills using tact, patience, and courtesy.

Basic computer knowledge including but not limited to internet applications, email, word processing, spreadsheet, District information system and other software pertaining to current position.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Communicate, understand and follow both oral and written directions effectively.

Prepare and present oral presentations.

Read, interpret, apply, and explain rules, regulations, policies, and procedures pertaining to current work.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Organize information and materials.

Facilitate site guidance team planning.

Appropriately analyze student assessment information and effectively communication information to family, students, and school staff.

Work as a member of the guidance team.

Work independently with little direction.

Plan, prioritize and complete work with many interruptions.

Learn new or updated computer systems and programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school/campus environment; driving a vehicle to conduct work; contact with dissatisfied individuals; constant interruptions; intermittent noise.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze program reports; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and

horizontally, bending at the waist and kneeling or crouching to retrieve items from cabinets and shelves; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

*E= Essential Functions*