

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**CAREER CENTER SPECIALIST**

**LOCATION: Gig Harbor & Peninsula High Schools**

**JOB SUMMARY:**

This position works with the career counselor to develop and present a complete career development program. Responsibilities include maintaining and coordinating the use of career center materials, working with counselors to develop and present career education teaching units or with staff in infusing these into the curriculum, scheduling career center events, promoting career and college events, and performing a variety of other duties needed in presenting a career education program.

**DUTIES AND RESPONSIBILITIES:**

1. Researches career center materials available for purchase; reviews items with staff and submits approved orders to district office. Receives and verifies incoming materials; displays materials in the career center.
2. Assists students who come in to the career center for information; assists students in finding information and clarifying needs. Oversees schedule and use of room, computers, and equipment. Monitor student behavior. Respond to student and parent inquiries; acts as a guide to resources.
3. Works with counselors to plan career development units for each grade level; assists in presenting information during career development unit to students. May monitor career planning and pathway interest for students.
4. Schedules and advertises college, technical school, and military staff visits to career center. Coordinates career center activities with work experience programs; arranges for utilization of community resources.
5. Arranges for occupational speakers; polls students to determine interest in specific occupations; notifies students when speakers have been scheduled.
6. Maintains working knowledge of career exploration programs (currently Career Cruising); assists students in using web-based career exploration resources.
7. Posts advertisements for college and military entrance tests (SAT/ACT/PSAT/PLAN/ASVAB); communicate information to students, facilitates students signing up for tests, prepares for test days.
8. Receives and sorts incoming mail for career center; determines which information might be of interest to staff members or students; distributes information.
9. Assists in planning methods for presenting career information to students; provides information to students concerning decision-making techniques for careers.
10. Inputs correspondence, reports, and forms; duplicates materials. Answers the telephone; provides information or routes caller to appropriate staff member; takes messages.
11. Assists with Running Start registration; arranges room, directs students.
12. Promotes scholarship, volunteer, pre-apprenticeship, and summer opportunities (e.g. Multicare Nursing Camp, "Get Electrified"). Understands and assists with post-high school applications.

13. Assists in coordination of special events such as Career Day, Health Career Fair, and Construction Career Day. Work with students for sign-ups, registration, placement, confirmation, itinerary. Collects reviews and thank you notes; distributes certificates. Helps provide supervision on field trips.
14. Works with career counselor and district webmaster to update career center web pages such as the bulletin board, college visits, and calendar of events. Monitors to keep information current and relevant (e.g. check links).
15. Assists parent volunteers with senior notebook activities.
16. Performs related duties as assigned.

**REPORTING RELATIONSHIPS:**

Reports to Principal; responsible to Principals (GHHS and PHS), career counselor, and CTE Program Coordinator.

**WORKING CONDITIONS:**

Office environment; experiences frequent interruptions.

**AFFILIATION:** PSE-Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

High school graduation or equivalent with college-level coursework in career planning, career and technical education, counseling, career development, or related areas. Three years of secretarial work experience including organizing activities for school or community programs. Experience with secondary school students preferable.

**Allowable Substitution**

Advanced technical training in secretarial procedures may substitute on a month-for-month basis for up to one year of the required experience.

**Knowledge, Skills and Abilities**

Ability to operate standard office equipment including computer and software applications ( ie Internet, Word Processing, Spreadsheets, and Presentation PowerPoint).

Knowledge of general secretarial procedures.

Keyboarding skill at 50 words per minute.

Effective written and oral communication skills.

Ability to set up and maintain accurate records.

Ability to meet schedules, deadlines, and coordinate multiple tasks.

Ability to demonstrate creativity when promoting events, creating displays, and preparing materials

Ability to maintain confidentiality.

Ability to work independently.

Ability to learn career center procedures.

Ability to learn Career Cruising and navigate features effectively.

Ability to establish and maintain effective working relationships with students, staff, and the general public.

**Licenses/Special Requirements**

None.