

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**CAREER SERVICES SPECIALIST**

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**Purpose Statement:**

The job of Career Services Specialist is done for the purpose/s of providing career planning, training services and employment options to high school students and adults. Incumbents in this classification provide direct guidance services to participants, parents, teachers, counselors, and administrators which directly supports participant learning and success.

This job reports to Assigned Administrator

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**Essential Functions**

- Assesses barriers to employment/training for the purpose of making appropriate referrals to remediate barriers.
- Assists participants one-on-one and/or in a group for the purpose of developing work readiness skills and providing information/referral for education and career planning.
- Compiles information on program enrollments, training opportunities, statistics, etc. for the purpose of providing information for program development and/or reporting purposes.
- Conducts interviews with potential participants for the purpose of assessing employment and training needs and/or making referrals to appropriate services.
- Coordinates a variety of events, activities and programs (e.g. assessment appointments, field trips, tours, job and informational fairs, etc.) for the purpose of promoting program and placement opportunities for students.
- Develops and suggests service strategies for the purpose of assisting clients in achieving employment and/or training and educational goals.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Maintains liaisons with employers, community leaders, school staff, community agencies and partner agencies for the purpose of building resources and expanding program opportunities for eligible students.
- Participates in a variety of meetings/activities/guidance related activities (e.g. orientations, training, registration, class selection, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with current regulations.
- Prepares written materials (e.g. reports, applications, case notes, instructions, memos, announcements, flyers, letters of recommendation, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Presents information to clients, community members and partner agencies (e.g. job seeking skills, resources, training opportunities, etc.) for the purpose of promoting program services and recruiting employers and participants.
- Provide outreach to middle schools, private schools, and community agencies promoting ROP training options for the purpose of providing information on career and educational opportunities.
- Recruits clients into the program for the purpose of providing information on career/educational opportunities and vocational training options.
- Refers clients for the purpose of delivering services that will best benefit the client and remediate barriers.
- Responds to inquiries (e.g. students, parents, government agencies, employers, staff, teachers, counselors, administrators, etc.) for the purpose of solving problems, providing information and/or referral as relates to education/career planning.
- Visits employers for the purpose of developing job opportunities for program participants and/or maintaining ongoing liaison activities to develop cooperative working relationships.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Assists with public relations; develops news releases; attends local civic events promoting ROP training options for the purpose of providing information on career and educational opportunities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: employment and training needs; adult education; community resources; labor market information and trends; countrywide vocational training programs; high school graduation and credit requirements; tech prep programs; articulation options, state employment/unemployment rules, and job search assistance curriculum.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working cooperatively with management; prioritize and multitask, and contribute to program growth.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

Valid CA Driver's License

**Continuing Educ. / Training**

Updating of industry occupational needs and training options is needed to assist participants with career planning and work readiness choices.

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit II 43