

**DUBLIN UNIFIED SCHOOL DISTRICT**  
**CAREER CENTER PARAPROFESSIONAL**

**GENERAL DESCRIPTION**

Under general supervision, organize and operate a career center in a senior high school; assist students in investigating vocational and educational opportunities; provide frequent direct contact with students regarding routine career center or counseling services; work within a framework of established procedures to relieve counselors, work experience teachers, and other professionals of a myriad of details; perform routine clerical duties, demonstrate considerable skill in relating to students and adults; assimilate a working knowledge of the technical foundations of the career center or counseling routines; and perform all other related duties as assigned.

**EXAMPLE OF DUTIES**

Organize, prepare, and distribute information to students, parents, teachers, and the public relating to career guidance, vocational training, scholarships, and college and military visitations; maintain a variety of files and resource materials for use in counseling and career guidance; supervise and instruct students in the use of vocational testing batteries, audiovisual equipment, and career resources; arrange for speakers and give presentations about alternative careers; make parent contacts to discuss progress and alternative careers; screen student contacts to determine nature of information sought and deal with routine problems; supervise individuals and groups of students requesting information and assistance; assist students in identifying and obtaining employment opportunities; order books, college catalogs, vocational training materials, and other career counseling resource materials; maintain and disseminate information on scholarship opportunities; assist counseling staff in organizing and conducting special events relating to vocational counseling; perform general clerical duties such as typing, filing, and preparing reports.

**MINIMUM REQUIREMENTS**

**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- Standard office procedures and machines.
- Local referral agencies.
- State college and university entrance requirements.
- District curricular offerings.
- Counseling techniques utilized in dealing with people in a counseling relationship.
- Principles of public relations and human development.

**Ability to:**

- Read, write, and communicate in English.
- Read, understand, and utilize technical, procedural, and instructional materials.
- Administer and score written tests according to precise directions.
- Receive and evaluate student and parent needs or problems and skillfully handle them with tact, judgment, and effectiveness.
- Perform clerical work independently.
- Type 45 words per minute from clear copy.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Provide proof of freedom from tuberculosis.

**TRAINING AND EXPERIENCE**

Two years of experience involving direct and heavy public contact responsibilities in a school setting, preferably including some experience in career counseling at the paraprofessional level; or any combination of training and experience that could likely provide the desired knowledge and abilities.

**SALARY PLACEMENT**

Range 16