

 <p><b>Berkeley</b> PUBLIC SCHOOLS Berkeley Unified School District</p>	<p align="center"><b>BERKELEY UNIFIED SCHOOL DISTRICT</b> <b>Human Resources Department</b></p>		<p align="center"><b>CLASSIFICATION AND POSITION DESCRIPTION</b></p>
<p>TITLE:</p>	<p><b>Career Advisor</b></p>	<p>REPORTS TO:</p>	<p><b>Assigned Supervisor</b></p>
<p>DEPARTMENT/SCHOOL:</p>	<p><b>Department as Assigned</b></p>	<p>CLASSIFICATION:</p>	<p><b>Non-Administrative Classified Technical</b></p>
<p>FAIR LABOR STANDARDS ACT CLASSIFICATION:</p>	<p><b>Non- Exempt</b></p>	<p>WORK YEAR: HOURS:</p>	<p><b>10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned</b></p>
<p>APPROVED: Commission Board</p>	<p><b>10-13-2020 10-07-2020</b></p>	<p>SALARY GRADE:</p>	<p><b>Schedule: 56 Range: 54</b></p>

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, perform a variety of specialized and technical duties to link the student population with internship and job opportunities in Berkeley and the greater Bay Area. Expand opportunities for students to explore CTE pathway fields through Work-Based Learning experiences and plan for post-secondary options, including career and community college programs.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Provides learning opportunities for students to consider and map out career paths through and beyond, supporting classroom teachers through guest lectures and curriculum development. Schedules and prepare for speakers to confer with students concerning career opportunities
- Promotes and vets student opportunities (ensuring all opportunities meet labor and ethical standards), holding workshops, and meeting with students in small groups and one-on-one for guidance on resumes, and other workplace learning, and job/internship searches
- Assist students, teachers, counselors and others in locating, evaluating and selecting career planning materials and resources; maintain current knowledge of employment trends and opportunities for high school students
- Communicate with students, parents, personnel, local businesses and various outside organizations to exchange information, coordinate activities and resolve issues or concerns to support internships for students and work placement, in coordination with other staff.
- Develop career and job materials to publicize and promote career planning activities appropriate for high school students
- Supporting teachers and the administration in and out of the classroom.
- Collaborate with the CTE teachers and staff in developing CTE pathways, including connecting students to community college programs for post-secondary options.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Career resources and informational materials

Regional and national career and employment trends

Oral and written communication skills

Design and development of promotional materials

Public speaking techniques

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer and assigned software

Record-keeping and report preparation techniques

Public relations techniques

**ABILITY TO:**

Provide information and assistance to students concerning s, career planning, and related matters

Assist students with utilizing career resources

Interpret, apply and explain policies, procedures, rules and regulations

Assess student abilities, qualifications and interests and consult concerning career opportunities

Refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel for high school students

Communicate effectively both orally and in writing

Prepare and deliver oral presentations

Establish and maintain cooperative and effective working relationships with others

Maintain records

Compile and verify data and prepare reports

Operate a computer and assigned software

Meet schedules and timelines

Plan and organize work

Work independently with little direction

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in liberal arts, social sciences or related field and three years' experience working with high school students or similar population.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

## Constant interruptions

Driving a vehicle to conduct work

### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials

Hearing and speaking to exchange information

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to file and retrieve materials