

Assist students with the development of goals and interests.
Assist students with program registration, enrollment, and college entrance procedures.
Plan and make presentations.
Organize, catalog, and display career information.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Work confidentially with discretion.
Work independently with little direction.
Prepare and maintain records, files, and reports.
Lift light objects according to safety regulations.
Operate a computer, related software, and standard office equipment.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

School site environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist to assist students or to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.