ISD 709 Duluth Public Schools

POSITION DESCRIPTION
Career Center Clerical

SECTION I: GENERAL INFORMATION

Position Title: Career Center Clerical	**Department:** Teaching, Learning and Equity
Immediate Supervisor's Position Title: High School Principal	**FLSA Status** Non-Exempt
Pay Grade Assignment:	**Bargaining Unit:** Clerical Unit

General Summary of Purpose Of Job:

Under general supervision**,** the Career Center Clerical provides essential administrative and program support within the high school Career Center. This role is central to assisting students with post-secondary planning, managing career-related resources, coordinating a wide array of events and visits, and facilitating communication between students, colleges, military branches, and community organizations. The incumbent plays a proactive role in supporting student success in college, career, and military readiness, while also providing crucial administrative assistance to the Counseling Department and maintaining comprehensive resource material

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	**Essential Duties: (These duties are a representative sample; position assignments may vary.)**
1.	Assists students with post-secondary applications, including transcripts.
2.	Provides career guidance and presentations: tours, project support, and senior year readiness.
3.	Conducts student outreach and follow-up: surveys, post-high school planning, job shadowing, and job searches.
4.	Administers the scholarship program: weekly updates, advertising (announcements, flyers, social media), and counselor coordination.
5.	Develops and publishes a monthly Career Center Newsletter, including talks, events, scholarships, and employment.
6.	Coordinates PAWS Day events: schedules career talks, college visits, and military visits.
7.	Plans and organizes comprehensive on-site career fairs and events (e.g., Military, Trades, College, Job Fairs, Decision Day).
8.	Arranges and facilitates on-site visits and presentations by colleges, military branches, and community professionals.
9.	Organizes and assists with field trips: bus orders, permission slips, announcements, sign-ups, and chaperoning.
10.	Assists in coordination with College Knowledge Month events: scholarship help, application assistance, FAFSA, and ACT study material advertisement.
11.	
12.	Attends regular planning meetings with Career Center staff and counselors.
13.	Provides general administrative support to the Counseling Department.
14.	

15.	Coordinates and manages external professional outreach for career talks and job shadowing opportunities.
16.	Performs other duties as assigned to support program and department operations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	**High school diploma or GED.**
	Degree Required:
X	**Required Work Experience in Addition to Formal Education/Training:** Minimum two (2) years of **administrative or clerical experience**, preferably in a school, counseling, or career services environment. OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Associate's degree in Office Administration, Human Services, or a related field.
- Experience working directly with high school students and families.
- Familiarity with college application processes, financial aid (FAFSA), and scholarship resources.
- Experience with event planning and community outreach.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:

None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK

Knowledge

- Working knowledge of high school operations, administrative support, and record-keeping practices.
- Understanding of post-secondary planning resources (college, military, trades, careers, scholarships).
- Familiarity with social media platforms for advertising and communication.
- Basic knowledge of event planning and coordination principles.

Skills

- Exceptional organizational and project management skills to plan and execute numerous events.
- Strong verbal and written communication skills for presentations, newsletters, and outreach.
- Meticulous attention to detail and accuracy in managing student records, scholarship data, and event logistics.
- Proficiency in online platforms for communication and data management.
- Problem-solving skills to independently address student inquiries and logistical challenges.
- Effective interpersonal skills for building rapport with students, parents, staff, and community partners.

Abilities

- Work independently and collaboratively in a dynamic, student-centered environment.
- Prioritize multiple tasks and manage time effectively to meet deadlines.
- Maintain strict confidentiality of sensitive student information.
- Guide and assist students with complex application processes and post-secondary research.
- Adapt quickly to changing program needs and priorities.
- Present information clearly and engagingly to groups of students and adults.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	**Yes**	**No**		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____

Signature – Human Resources **Date**

Job Classification History:
Prepared by TS 5/2025
Board Approval:
Reviewed/updated:
Reviewed/updated: