

# Western Placer Unified School District

## POSITION DESCRIPTION

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Position Title: **College & Career Specialist**  
Department: Educational Services  
Reports to: Assistant Superintendent of Educational Services

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### **SUMMARY:**

Assists with the development and implementation of college and career readiness programs. Provides information and guidance to students, teachers, counselors, and parents to ensure students' college and career readiness. Maintains accurate records of student participation in college and career readiness programs and transition to post- secondary education/training.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Regularly disseminates up-to-date information and research data to school staff, students, parents, and community members regarding academic planning for college and career readiness.
- \* Maintains a District website (and supports schools in maintaining their website) with up-to-date information, resources, etc. regarding college and career readiness that is easily accessible to all WPUSD students and families.
- \* Works collaboratively with community agencies and the business community to develop programs that support student internships, mentoring, job shadowing, etc.
- \* Maintains accurate records of students participating in college and career readiness activities (i.e., WBL, CTSO, AVID, AP, Industry Certifications, etc.)
- \* Assists with the administration of District college and career readiness programs (i.e., AVID, AP, CTE, Naviance) including the preparation of annual reports and articulation with post-secondary.
- \* Assists with the development of schools' master schedules to ensure equitable access to college and career pathway completion for all students.
- \* Remains informed of any changes in laws and policies related to college and career readiness.
- \* Works closely with counselors to ensure students have clear understanding of District college and career pathways, aligned course offerings, and completion requirements.
- \* Makes recommendations for staff development related to college and career readiness.
- \* Actively participates in PLC collaboration meetings and supports the PLC process.
- \* Serves on District/County College and Career Steering Committees/Advisories and/or the LCAP Committee, as needed.
- \* Attends workshops, conferences, etc. to enhance existing skills in standards for college and career readiness and ability to connect students to post-secondary and sustainable career paths.
- \* Coordinates and facilitates relevant workshops/presentations and in-services to WPUSD and community stakeholders.
- \* Manages and updates college and career readiness resources for WPUSD staff in the Staff Room on the WPUSD Website.
- \* Collects and analyzes relevant student achievement and program data to inform improvement efforts, including post-graduate placement data.
- \* Assists with the development and/or implementation of college and career readiness curriculum.
- \* Supports the process for selecting/adopting college and career readiness materials and resources.
- \* Engages in discussions with WPUSD staff to encourage reflection on effectiveness of strategies for preparing students for college and career.
- \* Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must have at least three years of credentialed classroom teaching and/or college and career counseling experience and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant professional development workshops and/or series focusing on college and career readiness standards, career pathways, work-based learning, project-based/linked learning, AVID, AP and/or academic/career planning.

**EDUCATION/EXPERIENCE:**

Required: Bachelor's Degree; 3 years (minimum) of successful teaching and/or counseling college and career readiness

Desired: 3 years' of experience (minimum) in a career other than education; Teacher and/or counselor leadership experience; experience facilitating college and career readiness activities, including but not limited to: college and career fair, work-based learning, project-based/linked learning and college/technical school and financial aid workshops; operational knowledge of career technical student organizations (CTSOs); knowledge of AVID and AP programs; knowledge of career pathways and post- secondary articulation.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Required: Valid California Teaching and/or Pupil Personnel Services (PPS) Credential

**LANGUAGE SKILLS:**

Required: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities

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required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.***