
BRIEF DESCRIPTION OF POSITION:

Under the direction of the Principal of Adult School, provide education and employment services to low income, high-risk high school and adult learners to facilitate their transition into a career, additional education/training, and other post-secondary opportunities. Responsibilities include: recruitment and program eligibility, industry certification/assessments, tutoring, professional development and event planning, curriculum development, workforce readiness training, career guidance, data analysis and record-keeping. This temporary position is contingent on annual funding from the Ventura County Adult Education Consortium

STATEMENT OF TYPICAL DUTIES

- a. Plans, organizes, and operates a College and Career Center to provide college and career information and assistance to students, teachers and counselors; provides College and Career Center orientation to large and small groups and individuals. E
- b. Plans, organizes, develops, and implements college and career events and workshops; publicizes College and Career Center services, resources and speaker programs; updates and maintains master calendar of College and Career Center and related activities. E
- c. Coordinates communication with the business community, armed services, community organizations and colleges, and technical education programs/ schools to enhance College and Career Center services. E
- d. Researches and obtains information concerning occupations, colleges, financial aid and military programs, as requested; assists and supervises students using College and Career Center; assists students with college and/or career programs and life planning and post-high school planning. E
- e. Schedules, introduces, hosts and evaluates business and community speaker programs for the College and Career Center. E
- f. Coordinate and interpret assessments/certifications to determine student aptitude, skills, and competencies needed for employment goals; E
- g. Track student performance for 2 years beyond exiting program and provide data to administration; maintain accurate records to track goals, progress, and data collection for each student and report to administration. E
- h. Maintain programs in three areas: basic skills, work readiness, and course of study leading to industry certification to guide students toward career attainment; E
- i. Assist students with enrollment in the appropriate educational services to ensure meaningful, permanent employment; provide mentoring to develop strategic and industry skills supporting success in program; E
- j. Attend regular industry meetings, workability training, and collaborate with team members to support employment specialist position; serve as liaison between educational institutions and employment agencies; E
- k. Develop and present work readiness and educational workshops as needed: employability skills, career preparedness, college readiness, and basic educational support; E
- l. Remains current on information related to College and Career Center functions and services; attends various workshops and seminars. E
- m. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Administering workforce development programs;
- Writing and evaluating career development curriculum;
- Marketing career development programs;
- Industry and education partnerships, employment related agencies, school district program any special projects that relate to education and training to employment;
- Workforce Investment Act (WIOA II) policies, procedures, and regulations;
- Interpersonal skills using tact, patience and courtesy; and
- Applicable sections of the State Education Code and law.

Ability to:

- Plan, organize and operate a College and Career Center
- Assists in the planning, organization and implementation of College and/or Career Fairs for the benefit of all Oxnard Adult School students.
- Assists counselors and administrators at each site in educating students and families with regards to opportunities in career technical education pathways.
- Provide instruction within the assigned subject area;
- Establish and maintain effective relationships with business and industry representatives to establish internship programs;
- Establish and maintain cooperative and effective working relationships with others;
- Monitor and evaluate student progress
- Train and provide work direction to others;
- Maintain records;
- Compile and verify data and prepare reports;
- Maintain current knowledge of program rules, regulations, requirements and restrictions;
- Analyze situations accurately and adopt an effective course of action;
- Work independently with little direction;
- Meet schedules and time lines;
- Operate computer and navigate internet;
- Public speaking;
- Above average writing skills;
- Ability to facilitate workshops; and
- Facilitate workshops and teach career development curriculum.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in career guidance or related field and two years of increasingly responsible clerical experience.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Adult School College and Career Center environment.

REQUIREMENTS:

WORK YEAR: 10 Months

LICENSE: Valid California Driver's License and Proof of Insurance

SALARY: \$35,465.50 Annual Salary

BENEFITS: Medical, dental, vision and life insurance (employee contribution)

FUNDING: This temporary position is contingent on annual funding from the Ventura County Adult Education Consortium