

# Pleasanton Unified School District Job Description

## DISTRICT CAREER READINESS SPECIALIST

### GENERAL DESCRIPTION

Under the direct supervision of the Coordinator of Extended Day and Academic Intervention Programs, the District Career Readiness Specialist will provide direct service to school sites and students to support career readiness activities and the various college entrance assessments. This individual will organize and facilitate SSD (Services for Students with Disabilities which include students with IEPs and 504 plans) accommodation requests and administration district-wide. The person will also assist counselors, administrators, teachers, and stakeholders in collaboratively planning to ensure equitable opportunities for all students to be able to access these exams. This position serves as a lead for career readiness for the PUSD counseling staff and will provide career counseling services for the Adult and Career Education Department.

The District Career Readiness Specialist will be trained in the California State Standards and goals for college and career readiness indicators. The position will work collaboratively with administrators and teachers (general and special education) to facilitate a collaborative and consistent approach to providing high-quality access to the college entrance assessments and all things related to career advising with a keen awareness of the unique needs of student groups that are underrepresented in post-high school education.

### MAJOR RESPONSIBILITIES AND ESSENTIAL DUTIES

- Collaborate closely with the site counselors, teachers, the parent liaison team, and school social workers to plan and implement focused outreach and assistance for students from underrepresented populations.
- Support career readiness activities within the Pleasanton Unified School District.
  - Research and implement based best practices to increase participation of historically underserved students.
  - Support site staff as needed during college entrance exam administration with particular attention to the participation of students from the unduplicated (Language Learners, Socioeconomically disadvantaged, Foster/Kinship, and students with special needs) group.
  - Organize and administer the SSD (Services for students with disabilities) accommodations as needed.
  - Data analysis, progress monitoring, and student placement to improve the career readiness of students from the unduplicated group.
  - Co-facilitate schoolwide and/or community presentations for families of students from the unduplicated population, as needed.
- Attend training, work sessions, and conferences as directed.
- Collaborate with local community colleges & trade schools.
- Support site counselors with the use of career readiness software for students in grades 6-12, with a focus on supporting students in the unduplicated group.
- Serve as the Counseling liaison for the Adult and Career Education Department, Tri-Valley ROP, Virtual Academy, and Middle College High School.
  - Examples for supporting the Adult and Career Education Department would be in assisting administration and staff to coordinate and facilitate more direct and focused attention for

students in the unduplicated group around available CTE offerings, Apprenticeship Programs, and Adult Education opportunities.

- To support Tri-Valley ROP, collaborate with the ROP Career Specialists at the high schools and enhance their understanding of the needs of the students in the unduplicated group.
- Assist with the UC A-G list for the comprehensive and alternative high schools with the goal of increasing A-G eligibility for students who are historically underserved.
- Flexible, creative thinking and excellent problem solving skills.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Required**

- Three (3) years of successful secondary college advising experience.
- Effective oral and written communication skills.
- Ability to work collaboratively with students, parents, teachers and administrators in a variety of settings.
- A demonstrated record of effectiveness in providing all students with access to college and career pathways.
- Valid California Pupil Personnel Services Credential.

### **Desired**

- Experience in co-facilitating site or district-wide professional development.
- Willingness to attend, participate, and present at the Summer Institutes.
- Ability to professionally present and disseminate information to colleagues.
- Ability to utilize instructional technology.
- Previous training or willingness to be trained in the college entrance exam regulations and processes.
- UC A-G Articulation experience or willingness to be trained and stay up to date in the UC A-G Articulation process.

## **MINIMUM REQUIREMENTS**

Knowledge of

- Vocational career readiness programs in the Tri-Valley and beyond.
- SSD/NAR (Services for Students with Disabilities/Nonstandard Administration Report) process and requirements.
- UC A-G requirements.
- College readiness practice.
- State, UC, out of state & private college requirements for students.
- High school graduation requirements and permissible alternatives.
- High school equivalency exam requirements and protocols.

Ability to

- Work collaboratively with counselors, teachers and administrators.
- Effective interaction and communication with adult learners.
- Work with small groups of students.
- Understand the various college entrance exams and the benefits to students.

- Work effectively and efficiently with students and families from various backgrounds with differing needs.

### **TRAINING AND EXPERIENCE**

- At least three (3) years of experience in academic counseling
- Advanced understanding of career readiness, including but not limited to, the University of California A-G requirements
- Working experience with college entrance test organization and administration
- Experience and a history of success working with underserved student groups

### **WORKING CONDITIONS**

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

**Mental Demands:** Maintain mental capacity which allows for effective interaction and communication with others.

**Physical Abilities:** 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.

Vision (which may be corrected) to read small print, text and data and to view computer monitor; hearing and speaking to exchange information on the telephone, in person and at presentations; kneeling, bending at the waist and reaching overhead to retrieve files; standing and sitting for periods of time; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate a computer keyboard; lower body mobility may not be required; work which is primarily sedentary; inside environmental conditions; use personal vehicle in the course of employment; attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

**LICENSES AND OTHER REQUIREMENTS:** California Pupil Personnel Services Credential

**EVALUATION:** Supervision and evaluation by assigned district level administrator

### **SALARY RANGE:**

Certificated Salary Schedule

### **BOARD APPROVED:**

July 2, 2019

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*