



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CAREER NAVIGATOR

REPORTS TO: Director of Adult School

SITE: Adult School

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Month

SALARY: Range 41 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

The Adult-Education College and Career Educational Leadership (ACCEL) Adult Schools serve a diverse population of adult learners. California's public adult schools are striving to accelerate learning and to help more students reach post-secondary education and careers.

JOB SUMMARY:

The Career Navigator will provide ongoing transition support, case management, and career exploration assistance for adult education students in the English as a Second Language {ESL}, High School Diploma, High School Equivalency, Adult Basic Skills and Career Technical Education programs. The Career Navigator will collaborate with community colleges, other adult schools, the regional workforce development systems, local businesses, library, and other community organizations to facilitate the students' transitions to college or work.

ESSENTIAL JOB FUNCTIONS:

1. Assist all students to set career and academic goals and develop an educational plan identifying assets, barriers, and support services needed to address challenges.
2. Support and refer students to community-based organizations and public agencies for services not available at the school. Build collaborative relationships with these organizations to effectively serve students.
3. Monitor students' progress to meeting their college and career transition goals.
4. Assist with efforts that place students into internships and employment opportunities, including assistance with job placement.
5. Assist in outreach efforts designed to recruit students into adult school programs.
6. Facilitate "warm hand-offs" to local adult education consortium members, assist with college applications, provide workshops to assist with financial aid options, and connect students to college-level support services.
7. Organize college fairs, workshops, tours, and group volunteer projects.
8. Assist with developing, and tracking student performance and outcome data, including reporting requirements for external state and federal programs. Collaborate with ACCEL Coordinators to track data needed by ACCEL.
9. Work directly with teachers and faculty to provide coordinated services to students. Develop familiarity with various schools and programs to provide assistance as needed.
10. Meet regularly with ACCEL Coordinators and Career Navigators to work as a team, identify regional strategies, and ensure collaboration and consistency across ACCEL.
11. Keep all necessary records, and submit required paperwork in a timely manner.
12. Attend required meetings and professional development sessions.
13. Perform other duties, as assigned, by the Adult School Director.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education and experience:

- Associates Degree required at a minimum.
- Bachelor's Degree in a related field preferred.
- Spanish speaking is preferred.

KNOWLEDGE OF:

- Familiarity with the community college career/academic programs and systems.
- Familiarity and conversant in the multiple academic programs offered at Adult Schools.

ABILITY TO:

- Have willingness and ability to travel regularly throughout the ACCEL region to build familiarity and relationships with all member agencies.
- Must be patient, flexible, culturally proficient, and able to work with individuals from diverse ethnic and linguistic backgrounds.
- Work collaboratively with colleagues, staff, and school administrators.
- Work strategically to prioritize tasks and meet deadlines.
- Display professional behavior and appearance.
- Bilingual skills preferred.
- Perform routine clerical and record keeping duties.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.
- Noise level in working environment is mild to moderate.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.