

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

<u>TITLE</u>		High School Career Center Teacher
<u>QUALIFICATIONS</u>		
CREDENTIAL:	Required	Appropriate California Credential
EDUCATION:	Required	B.A. or B.S.
EXPERIENCE:	Required	Must have two or more years of occupational experience outside the field of education.
	Desired	Experience teaching or counseling at the high school level; experience developing community-business relationships; knowledge of high school 4-year plans, school-to-career pathways and partnerships, and post-secondary college requirements; experience working with racially and ethnically diverse staff, students, and community.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community.

BRIEF DESCRIPTION OF POSITION

Under the supervision of the site principal in collaboration with the Coordinator of College, Career, and Special Programs, the High School Career Center Teacher provides college and career educational programming for students in grades 9-12 to facilitate student post-secondary success. The High School Career Center Teacher provides Work Experience Education and promotes District-community business partnerships to enhance the RUSD college and career pathways.

ESSENTIAL JOB FUNCTIONS:

- Teach the Work Experience Education (WEE) class.
- Administer the Work Permit Program, including visiting the employer sites of all student workers.
- Collaborate regularly with the Coordinator of College, Career, and Special Programs regarding site-related college and career programming and District-level college and career programs and needs.
- Collaborate and coordinate with community business partners to provide students with increased opportunities for job shadowing, mentorships, and internships.
- Regularly attend site Counselor Department Meetings to disseminate college and career education and information as related to CTE programs, post-secondary options, financial aid, Carl Perkins legislation, and college and career-related curriculum development.
- Coordinate, develop, and implement staff development and parent/student workshops as related to college and career readiness (i.e., CTE pathways, financial aid, ACT/PSAT/SAT testing, college applications, resume writing, job applications, etc.).
- Administer the Fee Waiver Program for ACT/SAT/SAT II testing administrations.

ESSENTIAL JOB FUNCTIONS:

- Facilitate Mock ACT/SAT testing administrations, act as site liaison with ACT/SAT test-preparation companies, and collaborate with the Coordinator of College, Career, and Special Programs regarding testing dates and site teacher-provided SAT-preparation.
- Develop School-to-Career instructional materials and programs for site implementation.
- Coordinate military recruiter visitations, scheduling of ASVAB administration and interpretation, and related federally mandated reports and presentations.
- Develop and maintain site Career Center website, bulletin boards, bulletin notices, and college information files.
- Assist the Coordinator of College, Career, and Special Programs with the monitoring and implementation of site CTE pathways as related to Perkins funding requirements.
- Assist with the planning and implementation of Districtwide programs (i.e., RESA, RYLA, Options Fair, Perkins Grant, etc.).
- Participate and assist in the coordination and implementation of the RUSD College Week, CTE Week, and other college and career-related activities throughout the year.
- Schedule, coordinate, and chaperone guest speakers, presentations, and field trips for students (i.e., college admissions counselors, career speakers, college and career-related field trips, etc.).
- Act as the liaison to the Employment Development Department and local chambers of commerce.
- Collaborate with the other site High School Career Center Teachers, the High School CRY-ROP Career Readiness Specialists, and the Middle School CRY-ROP Career Readiness Specialists to improve college and career readiness-related communication and implementation.
- Coordinate and implement the Senior Exit Survey of post-secondary college, career, and personal plans (May), and coordinate and implement the Post-Graduate Telephone Survey (December).
- Participate in the FPM and WASC review processes as needed.
- Provide students, parents, and staff with orientation to the Career Center and its resources when appropriate.
- Perform other duties as assigned.

OTHER REQUIREMENTS

TB test clearance, Department of Justice Fingerprint clearance, valid driver's license, and proof of insurability.