



RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: TEACHER ON SPECIAL ASSIGNMENT – CAREER SUPPORT
SPECIALIST**

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- Bachelor's degree required (Master's degree preferred)
- Teaching credential required (CTE/administrative credential preferred)
- Experience working with diverse groups and high need populations
- Minimum of five years of experience in education

PRIMARY FUNCTION:

Under the direction of the Coordinator, Career Technical Education (CTE), the *Teacher on Special Assignment – Career Support Specialist*, will serve as a direct contact between the CTE Department, students, teachers, and staff. The TOSA will oversee the management of a comprehensive Career Exploration program, connecting elementary, middle, and high school students to the world of work and careers.

Other duties include: working with the district's various Instructional Services Departments to develop and implement career exploration resources, teacher and staff support, and Work-Based Learning (WBL) curriculum.

AREAS OF RESPONSIBILITY:

- Develop and implement a comprehensive Career Exploration Scope and Sequence that can be applied to the elementary, middle, and high school curriculum.
- Collaborate with teachers and staff (including counselors and administrators) to support the mission and vision of the CTE Department
- Facilitate and coordinate professional development for teachers and staff to support the implementation and delivery of career exploration curriculum
- Coordinate with Job Development Specialist to provide WBL opportunities for students in the classroom
- Utilizing a Cycle of Inquiry and data analysis, coordinate with the Data Quality Technician to improve career exploration strategy effectiveness
- Partner with career exploration platform providers to furnish curriculum and materials - Assist the CTE Coordinator and CTE Liaison in promoting the 15-year CTE Continuum
- Provide teachers and students with assessment resources and personalized career options based on student talents, interests, passions, and strengths.
- Participate in Instructional Services, Curriculum and Instruction, as well as CTE

- Department, Advisory, and Leads meetings
- Work with the CTE Department to advise and expand the CTE Ambassador Program Organize and support district and community events to promote RUSD's CTE career pathways
- Schedule and facilitate classroom career exploration lessons and WBL demonstrations with elementary and secondary principals, teachers, and staff
- Other duties as assigned

Qualifications:

- Five years of experience as a successful elementary and/or secondary teacher and educational leader (CTE recommended).
- Strong supervisory and collaborative skills, to work with students, parents, teachers, staff, administration, and other educational partners
- Proficient written, verbal, and digital communication skills.
- Ability to work flexible hours, as necessary

Ability to and Knowledge of:

- RUSD Guide for Instructional Direction
- Strategies for improving student learning
- Career technical education
- Principles of educational organization, leadership, effective coaching, and instructional technology
- Support the mission, vision, and values of RUSD and the CTE Department - Initiate and facilitate collaborative conversations, educational plans, and projects to promote career exploration
- Work proactively and independently with minimal direction and as part of a team
- Solve problems effectively through the iterative process using a cycle of inquiry
- Prepare and deliver written or oral reports and presentations using accurate career education vocabulary and concepts
- Develop strategies for teachers and staff to improve student learning
- Demonstrate strong oral, written, and digital communication skills
- Contribute fresh perspectives with confidence and enthusiasm
- Build trusting team relationships and motivate others to grow personally and professionally
- Generate and present innovative ideas to impact diverse audiences and lead dynamic teams
- Seek and accept feedback, self-reflect, adapt, and persevere through challenges

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to commute to various locations to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data

- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations