

**Position:** Teacher - College and Career**Classification:** Certificated**Reports to:** Site Administrator**Range:** Certificated Salary Schedule

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**SUMMARY**

Under general direction of an assigned Principal or designee, coordinate the activities in the resources center, support classroom based career development programs and curriculum, and maintain the career center at an assigned high school site to meet the needs of the students and staff.

**SPECIFIC RESPONSIBILITIES**

1. Assist in developing and implementing effective strategies to publicize the assigned project or program in a reasonable, timely manner to expand practices proven to raise student achievement.
2. Work with the business community to develop school/business partnerships to provide students access to professional learning options and a variety of activities to achieve their personal best.
3. Plan, schedule and organize activities to recruit applicants, community members, and students for the assigned project or program; arrange for guest speakers.
4. Assist in the preparation of brochures or other marketing materials as needed to promote learning opportunities for students.
5. Coordinate the activities of community partners for the resource center; assist in developing and maintaining a master schedule for the Career Center facility.
6. Prepare and maintain a variety of narrative, analytical, and statistical reports.
7. Conduct student career assessments and complete objective assessment profiles for the assigned project or program; maintain student career portfolios.
8. Maintain a job resource center for students and serve as the primary site contact for accessing these services; post current job orders as needed; provide information to staff, parents and students regarding work permits, services available in the resource center and relevant services in the community.
9. Conduct student outreach for employment and training programs.
10. Conduct staff in-services and classroom presentations to promote career education classes and programs; assist with classroom presentations of employability skills information including job trends and job market as needed. Assist students and parents in finding information regarding post-secondary programs and financial aid, and assist students in completing forms.
11. Assist students in the assigned project or program in developing career plans and selecting career pathways.

12. Collaborate with guidance staff on the selection of career guidance materials; maintain current knowledge of changes in career areas and college requirements; attend seminars, conferences, and in-services related to career education as needed to provide students access to a variety of professional learning options.
13. Perform other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

*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.*

### **EDUCATION**

Bachelor's degree  
Valid California Teaching Credential

### **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory to the instructional program. Ability to establish and maintain effective relationships with students, staff, and parents through oral and written communication. Ability to perform duties with awareness of all district, state and federal requirements. Ability to plan and implement lessons based on district and school objectives and student needs and abilities.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

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