

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: CAREER READINESS SPECIALIST

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, provide career readiness resources to both academic and Career Technical Education teachers. Promote ROP as the primary delivery system for Career Technical Education, including such benefits as skills training, industry partnerships, career pathway sequences, articulation, A-G credit, and industry certifications. Provide career exploration for middle and high school students. Actively market ROP via technology, community events, publications, newsletters, career fairs, and presentations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a liaison between ROP and district sites to enhance student, parent, and teacher knowledge of ROP career services and activities; visit classrooms; prepare and deliver career readiness and soft skills presentations. Support outreach to feeder middle schools; connecting high school programs to middle school parents through classroom tours. Act as a liaison between high school and middle school events. Work closely with other ROP staff in coordinating community and industry information and resources.

Recruit students for classes and other ROP services; schedule and administer assessment inventories; assess student needs, interests, and abilities to advise appropriate career goals and appropriate course placement; provide ROP scholarship information. Promote and recruit for ROP Adult programs, and schedule students from ROP Adult programs as classroom speakers.

Assist individual students with developing career and technical education and job search skills utilizing local resources including appropriate websites; assist students with enhancing resumes, cover letters, and interview skills. Conduct or assist with workshops/seminars on career-and work-readiness topics such as mock-interviews, e-portfolios, "Reality Checks" and soft skills.

Utilize Career Center technology to: support and/or host online course access before and after school and during lunch. Host college enrollment process for articulated classes. Assist in coordinating virtual field trips, and provide a Web portal for career exploration and planning. (i.e. <http://www.cacareercenter.org>).

Recruit students to serve as ROP Student Ambassadors. Advise and coordinate activities for Student Ambassadors that promote ROP. Support annual events such as Ambassador Training Day, Distinguished Student Awards, Counselor Road Show, and Career Fairs.

Gather and disseminate labor market information with school sites including pathway teams. Contribute student success stories and photos to the organizational newsletter and/or ROP website. Collaborate with core staff (i.e. department chairs) to provide CTE support, such as guest speakers and field trips in support of academic instruction. Meet regularly with pathway teams. Attend counselor meetings, as appropriate.

Prepare and maintain a variety of records and reports related to student information and assigned activities; establish and maintain filing systems; maintain a monthly log of activities.

Operate a variety of office equipment such as a copier, fax machine, overhead projector, computer, and assigned software; drive a vehicle to conduct work.

Prepare a variety of support and promotional materials including newsletters, bulletins, fliers, and job announcements to enhance student employment and educational opportunities. Prepare related instructional and training materials.

Attend a variety of assigned meetings, conferences, and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, and techniques of providing educational and career technical education assessment and guidance to students.

Federal and State laws, rules, and regulations pertaining to the employment of minors.

Training and employment opportunities in the community.

Basic interviewing and advisement techniques.

Career and technical education and educational information and resources.

Interpersonal skills using tact, patience, and courtesy.

Applicable laws, codes, regulations, policies, and procedures.

Operation of standard office equipment including a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Record-keeping and report preparation techniques.

Basic public speaking techniques.

ABILITY TO:

Provide career resources, assessment, and career development to enrolled students.

Participate in a variety of student recruitment and enrollment activities.

Serve as a liaison between ROP and local school districts to enhance student and teacher knowledge of ROP career services and activities.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Provide career and technical education and educational advice and training to students.

Assess student needs and develop viable plans and alternatives.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Assist individual students with developing career and technical education and job searching skills.

Prepare and deliver oral presentations.

Process a variety of forms and applications.

Determine appropriate action within clearly defined guidelines.

Work independently with minimal direction.

Operate standard office equipment including a computer and assigned software.

Maintain records and prepare reports.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Required: Associate's degree in social sciences, special education, psychology or 60 college units and 3 years

of experience working with students in an educational or career and technical education environment. An additional 4 years of experience in social sciences, special education, psychology or a related field may be counted in lieu of an associate degree.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.