Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**College and Career Specialist**
Department:	Education Services
Reports to:	College and Career Coordinator

SUMMARY:

The College & Career Specialist supports districtwide college and career readiness initiatives with a focus on building site capacity, coordinating district-wide programs, and expanding equitable student access to post-secondary pathways. This position works closely with site-based College & Career Technicians and the College & Career Coordinator to ensure consistency of services while leading district efforts related to work-based learning, job shadowing, internships, pre-apprenticeships, and career exploration opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support implementation of districtwide college and career readiness initiatives in collaboration with the College & Career Coordinator
- Provide guidance, training, and support to site-based College & Career Technicians to ensure consistent practices across schools
- Coordinate and expand work-based learning opportunities including internships, job shadowing, pre-apprenticeships, volunteer experiences, and career exploration activities
- Develop and maintain partnerships with businesses, colleges, community organizations, and industry representatives
- Support Career Technical Education (CTE) pathways and career-connected learning opportunities
- Coordinate district and site events including college fairs, career fairs, college application campaigns, guest speaker events, assessments, and college/career field trips
- Support students and families with college, career, and financial aid resources and processes
- Promote programs and opportunities through outreach, communication, marketing materials, social media, and website updates
- Collect, maintain, and analyze data related to college and career readiness, work-based learning participation, and College & Career Indicator (CCI) metrics
- Maintain district college and career platforms and systems including CCGI, WebGrants, and PowerSchool
- Collaborate with counselors, administrators, teachers, CTE staff, and community partners to align college and career readiness efforts
- Participate in professional learning and remain current on postsecondary pathways, admissions, workforce trends, and student opportunities

- Provide operational and technical support to college and career staff and related programs
- Organize and promote PSAT, SAT, ASVAB, and other college/career entry testing platforms
- Perform related duties as assigned

QUALIFICATION REQUIREMENTS:
Certifications relevant to College and Career Readiness and Educational Settings are highly desirable.

EDUCATION and/or EXPERIENCE:
High School Diploma of Equivalent required; Associate's Degree or Higher strongly preferred ; Prior experience working with high school age students in a secondary educational or career readiness setting required.

OTHER SKILLS and ABILITIES:
Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work. Knowledge of college and career pathways, including admissions and financial aid processes. Knowledge of work-based learning programs including internships and Career Technical Education (CTE) pathways highly desirable.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TECHNOLOGY ABILITY:
Ability to use Google Suite technology applications required. Familiarity with school-based learning programs is highly preferred. Any knowledge of college/career online platforms (Naviance, et. al.) highly desirable.

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 essential functions. While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is frequently required to stand and walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.