

JOB DESCRIPTION

March 2018

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

CAREER SPECIALIST

General Purpose:

A Career Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Career Specialist establishes and supports pathway development and work-based learning activities for students and teachers.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs independent, specialized duties, and acts as a liaison between the business community and the district by creating partnerships and pathways into the world of work.
- Confers with Coordinators, pathway instructors, counselors, and district representatives to ascertain needs for student experiences in the development of a clear pathway to the world of work and its associated continuing education.
- Acts as a community and pathway liaison in order to access business and community partners, form strategic alliances, and expand the network of business and community contacts.
- Interacts and communicates regularly with teachers, counselors and students.
- Assists in the identification of internships, mentors, job-shadow opportunities, industry presenters, work-based learning, and community classroom opportunities for students in identified career pathways.
- Provides ongoing support and staff development in the identification, acquisition and placement of students in work based learning activities.
- Promotes and coordinates activities with career technical student organizations in order to develop leadership skills, career readiness, and soft skills.
- Assists and collects necessary documentation to support the required regional and state accountability process for pathways.
- Assists with the administration of student career assessments, career exploration activities and other activities that enhance and improve the employability skills of students in pathways.
- Supports students by providing on-site assistance for employment and job coaching as needed for work-based learning placement.
- Submits weekly activity reports to assigned supervisor.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree or equivalent experience.

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Experience:

- Extensive experience working in K-12 support programs, or an industry cluster, or in workforce development.
- Experience working with students on the development of workplace readiness skills.
- Experience placing students in work-based learning opportunities.
- Experience with building successful partnerships with business and industry, community agencies, K-12 schools and higher education.

Knowledge, Skills and Abilities:

- Knowledge of 21 century skills and the ability to assist students in the acquisition of these skills.
- Knowledge of the work-based learning continuum.
- Skills in the areas of collaboration, team participation, creative problem solving, conflict resolution, and group planning.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community.
- Willingness to travel locally using own transportation with mileage reimbursed.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non exempt

Employee Group: Classified

Salary Grade: 27

Reviewed and Approved:

Supervisor:  _____

Date: 4-16-18

Human Resources:  _____

Date: 4/16/18