



Leadership • Collaboration • Support

JOB TITLE: College and Career Development Specialist

CSEA Salary Schedule, Range 27

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the administrator, the College and Career Development Specialist will develop specific career exploration and Work-Based Learning (WBL) activities for students served by programs in the College and Career Readiness and/or Workforce Development Department. The position includes, but is not limited to: creating WBL opportunities for students based on individual interests, create, deliver, and evaluate work readiness certification programs, providing essential skills and Workforce Innovation and Opportunity Act (WIOA) pre-employment transition skills to students in workshops, classrooms, and/or one-on-one, providing training/support to district and Solano County Office of Education (SCOE) programs served by the College and Career Readiness and/or Workforce Development Department, supporting teachers in development and sustainability of Project-Based Learning (PBL) in SCOE supported programs, and a fundamental understanding of the pre-employment process.

JOB REQUIREMENTS AND QUALIFICATIONS

- Minimum of three (3) years working with students.
- Preferred knowledge/experience with career technical education (CTE) and/or transition services.
- Ability to establish and maintain cooperative working relationships.
- Ability to plan, organize, and prioritize work.
- Ability to communicate effectively, verbally and in writing.
- Strong computer skills.
- Presentation skills for large and small class/group trainings and workshops.
- Ability to work effectively with students, employers and business and industry and teachers.

ESSENTIAL DUTIES

- Develop specific career awareness, career exploration, and career preparation activities such as career speakers, workplace tours, career fairs, industry events, job shadows, mentoring, industry projects (PBL) and internships for students.
- Support teachers in identifying and cultivating employer interest and participation to connect students with potential work experience and/or internship sites in targeted pathways and collaborating with employers for student training. Placement should consider safety, qualified supervision, and appropriate learning opportunities.
- Collaborate with the employers to address any on-site questions or issues related to individual WBL placements.
- Attend all required school and business meetings and workshops related to services provided.
- Work directly with business and industry to develop, implement, support and report outcomes for WBL opportunities. Conduct surveys to gather data and reports to administrator.
- Collaborate with teachers to plan, implement and record outcomes for WBL opportunities and report data to supervisor.
- Provide necessary support for student participation in WBL activities, including coordinating transportation, required district documentation, tours, shadowing and communication between employer and students.
- Promote SCOE College and Career Readiness and/or Workforce Development Department programs to business leaders, teachers, students, and parents for partnerships through planning and implementing site events.
- Support the career awareness initiatives through attendance at meetings/events and provide resources and support to assist with implementation of such events.
- May provide support and resources to teachers developing school programs, including pathways, courses, special projects relating to CTE and transition services, career education, PBL and WBL.
- Represent and/or attend SCOE programs in a variety of school or community-based activities, i.e., back-to-school, open house, parent or community presentations, and district-board meeting(s).
- Maintain open and positive communication with administrators, staff, and partners.
- May develop WBL opportunities for summer teacher externships.
- May attend IEP meetings to assist with job placement and student outcomes.

- Provide training/support to programs served by SCOE College and Career Development Specialist.
- Perform other duties as assigned that support the overall objective of the position.

MARGINAL DUTIES

- Performs related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time)

Standing (60%) Walking (20%) Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (3) Kneeling or
Squatting (2)

Climbing Stairs (2) Climbing Ladders (0)