

Job Summary:

The job of College and Career Ready Specialist is done for the purpose/s of providing coordination, training, and development of programs and strategies to advance youth readiness and success in college and career endeavors.

Essential Functions:

- Composes/creates letters, reports, agendas, forms and other documents for the purpose of providing support and efficient program operation.
- Conducts/researches a variety of areas/issues associated with best practices methodologies as related to college and career readiness for the purpose of providing the stakeholders with information necessary to develop, plan and implement effective programs.
- Partners with education and community-based organizations for the purpose of building and strengthening collaboration and ensuring program goals and objectives are met.
- Coordinates evaluation efforts for the purpose of ensuring that processes and collaborations are in place for program evaluation and to measure program effectiveness.
- Monitors program objectives and goals for the purpose of ensuring that operations and activities are implemented and are in compliance with funding/grant requirements.
- Coordinates/facilitates communications between/among the program staff and other TCOE program areas, school districts, state and local agencies/companies for the purpose of facilitation of projects and efficient program operation.
- Creates/develops systems/procedures for the purpose of assuring the proper collection, organization, analysis, reporting and dissemination of program accomplishments.
- Maintains documentation and records for the purpose of reporting program compliance and audit.
- Maintains files, records, documents, and reports for the purpose of documenting assistance to schools within a variety of projects.
- Makes arrangements for meetings, conferences, and workshops for the purpose of coordinating the program events and services.
- Facilitates trainings and workshops including those related to the provision of services to Tulare County school district administrators.
- Prepares/monitors working budget amounts, purchase orders, contracts, MOUs, reports and program expenditures for the purpose of insuring that expenditures are coded accurately, are within budget limits, and meet audit requirements.
- Drafts agendas, collects and packages meeting and in-service materials, and takes minutes of a variety of meetings, for the purpose of maintaining a record of the same.
- Coordinates training sessions for the purpose of ensuring that advertisements are placed, reservations are made, necessary materials are printed, and evaluation information is collected.
- Receives/responds to written oral and electronic communications from contracted districts.
- Assists in making information available to educational and non-educational agencies for the purpose of making them aware of staff development opportunities.
- Maintains a database of training curricula/files and registration data and/or student/employee information for the purpose of having pertinent information available upon request.
- Completes other duties as assigned for the purpose of meeting program goals and objectives.

Skills, Knowledge and/or Abilities Required:

Skills to:

- manage budgets;
- facilitate the planning of training events;
- facilitate groups to reach outcome;
- develop, author and produce program materials;
- use computers to maintain and manage data, store and retrieve documents, type reports and presentation materials, and other basic word processing applications;
- create MOUs, agreements, and contracts for dissemination to districts, vendors, and agencies;
- research, compile, and analyze information and prepare appropriate alternatives and recommendations.

Knowledge of:

- trends and effective practices for preparing students for college and careers;
- budget and contract development and administration
- research methods;
- computers, electronic mail systems, networks;
- oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary;
- effective task and time management;

Ability to:

- communicate effectively, both in written and oral form;
- work cooperatively and effectively with individuals, groups, and a variety of departments, vendors, and agencies;
- use computers to create, store, retrieve, and calendar information;
- understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
- work independently to meet schedules and time lines;
- conduct research as needed to support the departmental needs;
- demonstrate effective interpersonal and communication skills, both verbal and written, with co-workers and program/district staff to maintain and establish cooperative working relationships.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience with increasing levels of responsibility is desired.

Education Required:

- Targeted job-related education that meets organization's prerequisite requirements.
- High school diploma or the equivalent.
- Associate's degree is highly desirable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.