

**Job Summary:**

Under the direction of the department Administrator, the College and Career Engagement Specialist is responsible to promote the development of College and Career Readiness, in conjunction with post-secondary institutions and workforce, by fostering collaboration among area school districts, regional colleges, and business partners through high quality pathways alignment, curriculum enhancement, and professional development for educators, administrators, and industry partners, thereby facilitating successful preparation of all students for post-secondary completion and workforce readiness. The College and Career Engagement Specialist supports an inter-segmental systemic effort to prepare all students for a full range of post-secondary options that lead to high demand and high wage jobs—including two- and four- year colleges, certification programs, apprenticeships, and formal job training.

**Essential Duties:**

- Support regional district and site College and Career Readiness Directors with the implementation of college and career programs and projects;
- Coordinate TK College and Career Collaborative activities by fostering relationships with high school, college, business, and community partners;
- Plans and provides diverse professional development for the purpose of training participants in college and career readiness strategies;
- Collaborate with the TCOE Learning and Leadership Department to assist districts with data accountability, LCAP, CTE and CCR Integration services;
- Convene and facilitate meetings with a range of regional partners;
- Serve as an advocate for all students and facilitate smooth transitions for students from K-12 to post-secondary education or the workforce;
- Work directly with inter-segmental education partners: high school, adult school, colleges, and industry partners to design effective pathway articulation.
- Research and evaluate ways to ensure sustainable and meaningful partnerships for maximum effectiveness of the pathway programs;
- Collect and organize measurable data sets for analysis and reporting;
- Assist in the coordination and execution of student pathway events;
- Assist in the preparation of students for a full range of postsecondary options including two- or four-year colleges, certification programs, apprenticeships, or formal job training;
- Support California Colleges Guidance Initiative, College/Career Indicator, and other relevant initiatives for our region;
- Assist in the development of grant applications, reporting, and review in a variety of areas;
- Attend local, regional, and state meetings/conferences for the purpose of maintaining up-to-date knowledge of college and career readiness;
- Perform other related duties as assigned.

**Responsibilities include:** at times working under supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely 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; and significant fine finger dexterity. Generally, the job requires 75% sitting, 10% walking and 15% standing. The job is performed under minimal temperature variations.

**Skills to:**

- communicate effectively, verbally, and in written form of English;
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
- facilitate and execute meetings, events, and planning sessions;
- collect accurate data to assemble and deliver required budgetary reports;

- operate office machines such as computer equipment, specific software, LCD projectors, teleconference equipment.
- cultivate relationships with executives and staff both inside and outside of the organization.
- demonstrate strong oral and written communication skills.
- utilize well-developed analytical, organizational and project management skills.
- clearly demonstrate a strong ability to work against deadlines and multi-task.
- proficiently operate Microsoft Excel and Word or Google Drive, Docs, and Sheets.

**Knowledge of:**

- the relationship between academic achievement and career success.
- the importance of maximizing career options.
- the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences.
- how to plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people.
- effective professional development models and strategies.
- effective use of time and resources to accomplish project objectives.
- recruitment practices, strategies, procedures, and marketing procedures.
- content specific to assigned field.
- current issues related to assigned field.
- the purpose of public community colleges.

**Ability to:**

- understand and advise on program and system management and organization.
- participate in and provide professional development training.
- support a communication plan to disseminate College and Career Readiness Department and TK Collaborative information.
- communicate effectively, verbally, and in writing.
- work a flexible schedule including evenings and weekends as needed.
- demonstrate oral and written communication skills.
- work with individuals of various cultural backgrounds.

**Experience Required:**

- At least seven (7) years of experience of direct professional work experience demonstrating leadership, initiative, and student advocacy.
- Experience in career pathways teaching, CTE, administration or guidance preferred.

**Education Required:**

- Bachelor's degree required.
- Valid California Teaching or Pupil Personnel Services Credential.
- Valid California Administrative Credential is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;

**FLSA Status:** Exempt

February 2024

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.