

PLEASE POST

Open until filled



Tri-Valley Regional Occupational Program
1040 Florence Road, Livermore, CA 94550
925-455-4800
Julie Duncan, Superintendent

CLASSIFIED POSITION ANNOUNCEMENT

TITLE:	COLLEGE AND CAREER EDUCATION SPECIALIST
WORK SCHEDULE:	Part-Time M-F .50 FTE position; 206 days per school year – based on instructional schedule.
LOCATION:	Foothill High School
DATE POSTED:	June 10, 2019
STARTING DATE:	August 7, 2019
SALARY RANGE:	\$45,735.16 - \$51,705.91 – prorated annually (dental required & vision optional at employee expense; medical not available). Prorated, with placement determined by combination of education and previous work experience.
APPLICATION PROCEDURE:	<p>If you believe you are qualified for this position and are interested in applying, please visit EdJoin or email the required documents to: jobs@tvrop.org or by U.S. mail to: Human Resources, Tri-Valley ROP, 1040 Florence Road, Livermore CA 94550</p> <ul style="list-style-type: none">▪ a completed classified application (available at www.tvrop.org website)▪ letter of interest▪ resume▪ three letters of professional reference (dated within the past year) <p>INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED</p>

Requirements:

Ability to demonstrate computer literacy; perform work independently and act on own initiative on a self-directed basis; utilize technical, procedural and instructional materials; administer and score written career interest inventories; evaluate student and parent needs and skillfully handle them with tact, judgment and effectiveness; maintain cooperative working relationships; communicate effectively in oral and written form; understand and carry out oral and written instructions. Knowledge of specialized careers, planning and educational opportunities a plus.

Desirable:

Post-secondary education, experience working with adolescents, experience in career guidance, and Career Development Facilitator Certification.

Roles and Responsibilities:

- Liaison between high schools and the Tri-Valley Regional Occupational Program (ROP).
- Organizes, prepares and distributes information to students, parents, teachers, and the public relating to career guidance, career technical training, and post secondary options.
- Informs students of ROP course offerings through classroom visits, speakers, media presentations, posters, brochure, and personal contacts.
- Facilitates the enrollment of students into ROP classes and collects enrollment numbers for the ROP district office.
- Supervises and instructs students in the use of computer information systems for career self-assessment.
- Assists students on a one-to-one basis in identifying career opportunities and goals.
- Conducts orientations, tours, and field trips regarding career interests.
- Plans and coordinates college nights, college fairs, early admissions opportunities and other

events.

- Coordinates grade and attendance information with teachers from other sites who have traveling students.
- Maintains budget, evaluates and purchases materials for use in the Career Center.
- Collaborates with District and Site Personnel to develop College and Career Readiness strategies on site.
- Develops and supports College and Career testing for all student populations.
- Works as a liaison with community to support internships, volunteer service, and community outreach.
- Data tracking to demonstrate growth in the College and Career Readiness sector.
- Knowledge of credits and transcript auditing for College and Career Readiness.
- Participates in monthly collaboration meetings at district office.
- Other duties as assigned.

Upon hire, must provide fingerprint clearance through the Department of Justice for Tri-Valley ROP and evidence of a negative Tuberculosis (TB) test.

Tri-Valley Regional Occupational Program is an Equal Opportunity / Affirmative Action Employer. The ROP is in compliance with Title IX of the Education Amendments of 1982 and does not discriminate on the basis of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition (cured or rehabilitated cancer), or physical handicap in any of its programs, activities, or employment practices.