



**Tri-Valley Regional Occupational Program**  
**1040 Florence Road, Livermore, CA 94550**  
**Phone: 925-455-4800, Fax: 925-449-9126**  
*Julie Duncan, Superintendent*

**CONTRACT POSITION  
ANNOUNCEMENT**

<b>TITLE:</b>	<b>High School Pathway Liaison</b>
<b>WORK SCHEDULE:</b>	Up to 30 hours per week, not to exceed 900 hours, per Academic Calendar year
<b>LOCATION:</b>	Tri-Valley ROP JPA Member School Districts and Las Positas College
<b>DATE POSTED:</b>	October 9, 2020
<b>EMPLOYMENT CALENDAR:</b>	12 month position
<b>SALARY RANGE:</b>	Grant Funded, Temporary, Contracted Position, \$85 per hour
<b>APPLICATION PROCEDURE:</b>	<p><b>If you believe you are qualified for this position and are interested in applying, please email a classified application (available at <a href="https://www.tvrop.org">https://www.tvrop.org</a>), letter of interest, resume, and three (3) current professional letters of reference dated within the last year to: <a href="mailto:jobs@tvrop.org">jobs@tvrop.org</a>, Edjoin.com or mail to: Human Resources, Tri-Valley ROP, 1040 Florence Road, Livermore CA 94550. Applications will be reviewed and those candidates whose training and experience most closely match the requirements will be invited for an interview, which may include a pre-interview assessment.</b></p> <p style="text-align: center;"><b><i>INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED</i></b></p>

**General Description:**

We are seeking two (2) High School Pathway Liaisons that will work with Tri-Valley staff from member school districts, Las Positas College, and Tri-Valley Regional Occupation Program (TVROP) to provide support for students in alternative educational settings (Alt. Ed.), including our alternative and continuation schools and our Middle College High School Program. These responsibilities include outreach, job opportunities, and postsecondary training and education options for Tri-Valley students. The High School Pathway Liaison will coordinate internships/mentoring programs and dual enrollment/articulation; participate in college, apprenticeship program, and trade school recruitment efforts; and serve as the liaison to high schools for the recruitment of students into CTE programs and to enhance and expand work-based learning opportunities. These positions will be assigned to Del Valle High School, Vineyard High School, and the Middle College High School Program at Las Positas College and to Valley High School and Village High School.

**Performance Responsibilities:**

The High School Pathway Liaison will collaborate with Dublin Unified, Livermore Valley Joint Unified, and/or Pleasanton Unified School Districts, Tri-Valley Regional Occupational Program, and Las Positas College staff, counselors, College and Career Specialists, Outreach Specialists, and administrators to develop and expand quality career-readiness opportunities for students enrolled in alternative educational settings within the Tri-Valley.

- Develop recruitment and marketing strategies and coordinate the development of promotional materials such as brochures, presentations, videos, posters and newsletters for use with prospective students, parents, and high schools.
- Coordinate and implement various social media marketing strategies to accelerate student engagements.

- Design and deliver presentations and workshops for students and parents, which include panel presentations, group presentations, and one-on-one meetings.
- Coordinate outreach efforts with counselors and faculty in the Alt. Ed. high schools/programs to develop a referral system, exchange information, and provide quality outreach for prospective students.
- Assist in facilitating collaboration between high school and community college CTE faculty and provide Alt. Ed. students support for a successful post secondary matriculation.
- Direct Alt. Ed. high school students to the appropriate CTE pathways relevant to their interests.
- Collaborate with colleges and apprenticeship programs to provide workshops and information to prospective students.
- Initiate and maintain positive relations with comprehensive high school administrators, counselors, faculty, and with public agencies and community groups to develop recruitment resources.
- Stay apprised of educational and student support programs to provide accurate and timely information about postsecondary options.
- Participate in relevant CTE advisory committee meetings.
- Maintain a variety of data and statistical reports regarding outreach activities, work-based learning opportunities, and their effectiveness, and compile data required for district, regional, and state reports.
- Develop and implement a plan to enhance and expand CTE program's work-based learning activities, through collaboration with business and industry.
- Develop and expand employer sites by assisting work-site mentors in developing positions, developing training materials, facilitating and training mentors, and coordinating internships.
- Coordinate and collaborate with counselors, College and Career Specialists, and Outreach Specialists to provide career education and job preparation activities to assist with successful placement into the workforce.
- Provide outreach to employer sites to provide externship opportunities for staff.
- Work with employers to expand awareness of the talent pool and abilities of Tri-Valley secondary Alt. Ed. students.
- Participate in staff development activities to enhance academic integration.
- Facilitate and lead training for mentors.
- Develop measurement tools to determine student success, as well as student follow-up reports.
- Maintain a variety of records, logs, and student employment portfolios; prepare periodic and special reports and statistical data related to program activities and effectiveness.
- Perform related duties as assigned.

### **Qualifications:**

- Exercise a high degree of judgment in completing complex tasks.
- Familiarity and experience working with students in alternative educational programs/settings.
- Maintain effective interpersonal relationships.
- Communicate effectively with business and industry within assigned industry sectors.
- Work independently and cooperatively to organize and establish priorities.
- Establish and maintain effective working relationships with diverse populations including students, administration, staff, community members and public entities.
- Work collaboratively and develop significant partnerships with business and industry advisory committees, and other organizations.
- Strong planning, oral and written communication, and organizational skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the Tri-Valley community.
- Travel throughout the Tri-Valley as needed (mileage reimbursement provided).
- Coordinate effective work-based learning services for students, employers, and high schools.

- Maintain accurate data, records, and files.
- Use of computer programs including Word, Excel, PowerPoint, and Outlook and Google Suite.
- Work independently, organizing, and establishing priorities.
- Handle a variety of work assignments with accuracy and speed.

**Education And Experience:**

Minimum of an AS/AA Degree and/or a combination of education and work experience in areas related to this position.

**Terms Of Employment:**

This is a 12 month contracted, non-benefited, grant funded, temporary position for a maximum of 30 hours per week not to exceed 900 hours in an Academic Calendar year. Monday through Friday plus activities that may include some evenings. Days and hours are negotiable.

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.