

Summary

Under general supervision, the specialist assists staff and students in a variety of methods in the acquisition of career and college information. Performs a wide variety of tasks related to administering scholarships, awards and financial aid programs for students. In addition, the specialist may create, oversee and manage work-based learning activities and relationships with local, regional and stakeholders to engage secondary students in opportunities for career development.

Distinguishing Characteristics

Coordinates and promotes connections between schools, community, and workforce, scholarships and award programs and provides assistance to students, staff and parents through making effective use of the Career Center and/or other Career Technical Education programming.

Essential Duties and Responsibilities**Career Technical Education (CTE) Related Duties**

- Act as a point of contact for and plan a district wide event that promotes values of DJUSD, Career Technical Education, and promotes connections between schools, community, and workforce.
 - Collaborate with CTE teachers, pathway students, district administrators, grant partners, regional key partners and stakeholders.
 - Informs and supports the development and implementation of college and career exploration
 - Encourages and facilitates the intersegmental work between Local Education Agencies (LEA's) and Community College
 - Assist K12–community college network development by identifying, documenting, and disseminating student outreach publications, marketing communications (to prospective students, school district personnel, and community members), examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives
- Plan and provide training for DJUSD staff, parents and students regarding CTE programming and pathways within DJUSD and community colleges.
- Participate in on/off-campus student outreach and recruitment activities related to K-12 career pathways.
 - Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder CTE and K-12 school districts
 - Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools
- Coordinate local support and outreach from business partners, industry and local workforce development agencies for implementation of CTE and K12 Strong Workforce Program, K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads to promote relevance and value of education pathways for students' career preparation and advance the goals of CTE programming,

Scholarship and Career Center Related Duties

- Provides assistance to students, staff and parents in making effective use of Davis Senior High School's Career Center, including the use of resources and computer programs.

Coordinates participation in national, state and local scholarship and awards programs including competitive awards and scholarship programs; arranges and administers appropriate examination and/or interviews required to participate in programs.

Identifies, disseminates, distributes and receives information about available college and scholarship

applications, financial aid, career and military options through bulletins, web pages, classroom presentations and special high school events.

Arranges publicity, including photo sessions and accompanying written press releases of scholarship and awards programs. Responsible for publicizing special upcoming events regarding colleges and careers.

Serves as the contact and liaison with organizations regarding their award and scholarship programs.

Solicits and secures faculty volunteers to serve on award selection committees. Provides committees with clerical support and student academic and personal information. Responsible for setting up all interviews including facility support.

Maintains active scholarship and financial aid records and reports for current and past years.

Maintains student career portfolios.

Consults with parents, students and the general public regarding federal and state financial aid programs.

Identifies and works with donors and potential donors to set up awards and scholarships. Maintains financial records of scholarship funds received from donors and disbursed to scholarship recipients.

Stays knowledgeable about current scholarship programs, award programs, and college applications and career topics, which may include attending conferences.

Works with student council to maintain and update awards programs.

Receives, inventories, and catalogs materials and resources for use by students and staff.

Provides direction to students and staff on use of equipment and materials.

- Administers and reports results of vocations aptitude tests and assists with the coordination of placement exams for community colleges and military. Maintains a Job Board and publicizes job openings. Assists students with job applications and/or resumes. May process work permits.

General Duties

- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Knowledge of programs and procedures pertaining to career services, college admissions, scholarships, awards and financial aid programs. Knowledge of office methods and practices, including the use of office equipment. Knowledge of resource materials including library and computer systems. Skilled in English usage, spelling, grammar and punctuation. Must have sufficient communication skills to project a positive image and to convey complex and detailed information.

▪ Abilities

Ability to interpret and apply policies, laws, rules and regulations. Ability to provide direction to student assistants. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Must have the ability to present information in group settings. Ability to effectively and efficiently engage employers and industry representatives, with the intent of building and strengthening K-12 pathways that respond

to industry needs and facilitating industry connections with K–12 Career Technical Education (CTE) programs. Ability to effectively transmit knowledge and skills to staff and community partners. Ability to plan, develop, and conduct a variety of presentations, workshops, training, and conferences. Ability to prepare and deliver presentations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

▪ **Physical Abilities**

Requires sufficient hand/eye coordination and manual dexterity to operate a keyboard. Requires sufficient visual acuity to recognize words, letters, and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires sufficient movement to retrieve work materials.

▪ **Education and Experience**

High School diploma or equivalent required. Experience with public relations, college and/or career topics to successfully perform the required duties is desired.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.