

Career Specialists Contact and Schedule 2017-18

Serving Brawley Union and Desert Valley High Schools & their communities



Yessenia Gallardo, Career Specialist – Core

Cell: (760) 675-0791, Office: (760) 312-5819 ext. 4152,

Email: ygallardo@ivrop.org or ivrop@brawleyhigh.org

Office: Brawley Union HS College & Career Center Rm 52, Schedule: Daily, 7:30 am-4:30 pm

Serving Calexico and Aurora High Schools & their communities

TBA



Serving Calipatria High School & their community



Cynthia Garcia, Career Specialist – Core & RISE

Cell: (760) 879-6019, Email: cgarcia@ivrop.org

Office: Calipatria HS Library, Schedule: T/Th, 7:00 am-4:00 pm

Serving Central Union, Southwest and Desert Oasis High Schools & their communities



Debbie Burquist, Career Specialist – Core & RISE

Cell: (760) 562-5393, Office: (760) 336-4404, Emails: dburquist@ivrop.org or dburquist@cuhsd.net

Office: Central Union HS Library/Career Center, Schedule: Daily, 8:00 am-4:00 pm

Emmanuel Torales, Career Specialist – Core, RISE, CTSO & Migrant

Cell: (442) 456-1163, Office: (760) 336-4255, Email: etorales@ivrop.org or etorales@cuhsd.net

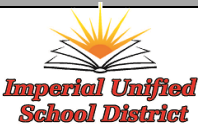
Office: Southwest HS Library, Schedule: Daily, 8:00 am-5:00 pm

Serving Holtville and Sam Webb High Schools & their communities

TBA



Serving Imperial and Holbrook High Schools & their communities



Cynthia Garcia, Career Specialist – Core & RISE

Cell: (760) 879-6019, Office: (760) 355-3220 ext 22605, Email: cgarcia@ivrop.org

Office: Imperial HS Room 605, Schedule: M/W/F 7:30 am-4:30 pm

Serving San Pasqual High School & their community



Marisabel Dorantes, Career Specialist – Core

Cell: (760) 554-9539, Email: mdorantes@ivrop.org

Office: San Pasqual HS Counseling, Schedule: 1 day p/month

Serving Imperial County Office of Education Alternative Education - Valley Academy



Marisabel Dorantes, Career Specialist – Core

Cell: (760) 554-9539, Email: mdorantes@ivrop.org

Office: Ms. Zamora's Room, Schedule: 1 day p/month

California Career Pathway Trust (CCPT) Serving All Health/Medical, Law/Public Service Pathways



Monica Gamboa, Career Specialist – CCPT

Cell: (760) 693-2348, Email: mgamboa@ivrop.org

Sue Halvin, Career Specialist – CCPT

Cell: (619) 261-3044, Email: shalvin@ivrop.org

Office: All Schools with Health & Law, Schedule: Daily, 8:00 am-5:00 pm

Imperial Valley Regional Occupational Program

687 State Street • El Centro, CA 92243 • Telephone: (760) 482-2600 • Fax: (760) 482-2751

Website: www.ivrop.org • Email: info@ivrop.org • Facebook: www.facebook.com/IVROP • Instagram: [@imperialvalleyropcte](https://www.instagram.com/imperialvalleyropcte)



Career Ready Leadership That Works

Career Specialist Expectations, Activities & Services

College and Career Readiness

1. Provide career awareness follow-up for CTE students in 10th-12th grades.
2. Provide career awareness at school site events.
3. Assist with recruitment, outreach, communication and community relations of CTE courses.
4. Assist with CTE related college scholarship applications and essays.
5. Organize and implement the IVROP/CTE Showcase and Awards Ceremony and the Outstanding Student recognition process.
6. Process off-campus & public/private transportation permission forms and prepare IVROP/CTE Identification Cards.
7. Assist with the development of programs of study and related pathway planning efforts.
8. Assist with Career Technical Student Organizations (CTSOs) activities and CTE Student Ambassadors.

Collaboration

1. Work with school site teachers, counselors and administrators.
2. Maintain effective relationships with community college, university, and higher education partners.

Assessment

1. Administer career interest assessments to all 9th grade students and assist counselors with interpreting interest/career assessment results.
2. Offer ACT National Career Readiness Certificate (NCRC) preparation via ACT KeyTrain curriculum to students.
3. Administer the IVROP/CTE Student Surveys.
4. Assist with IVROP and site WASC accreditation process as requested.

Employer Connections

1. Coordinate student work-based learning experiences through guest speakers, mentoring, job shadowing, internships, field trips, industry tours, etc.
2. Coordinate student worksite learning experiences with employers and conduct necessary follow-up and monitoring of worksite placements.
3. Provide employment/job preparation workshops to all CTE or requested classes such as job application, resumes, interviews, portfolios, etc.
4. Assist with regional CTE employer advisory meetings and other employer forums.

Career Technical Education (CTE) Services are provided to all courses and students in 9th, 10th, 11th, and 12th grades