



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Edwin P. Obergfell
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

August 1, 2017

TO: Candidates and Placement Agencies

VACANCY: **Career Specialist**
1 Full-time, 10 month, 40 hrs/wk
Bilingual preferred

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600
or www.edjoin.org

DEADLINE FOR FILING: August 15, 2017, 5:00 pm, or until filled

SALARY: \$2,477 - \$3,011, per month
Depending on qualifications

IMMEDIATE SUPERVISOR: Juan Campos, Coordinator of Educational Services

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted.
Application must be submitted directly to IVROP Administrative Office or at www.edjoin.org.

IVROP recommends a National Career Certificate for all applicants.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

Imperial Valley Regional Occupational Program

JOB DESCRIPTION

Job Title: Career Specialist

Position Scope:

Under the direction of the Education Coordinator and Program Assistant, the Career Specialist empowers students by providing them with organized educational activities they need to prepare for careers, college and life. Career Specialist provides direct services in career readiness (application, resumes, and interview skills), professional skill development, and life skills and “developmental assets” that all students need to become successful, productive, and thriving youth and young adults. Career Specialist support Career Technical Education (CTE) programs by helping to develop strong career pathways that directly benefit students with technical career skills, industry-recognized credentials, and/or certification that prepare students for further education and careers in current and emerging professions. Career Specialist provide direct services to school faculty and personnel with resources, assessment tools, work- based learning, employer connections, and collaborative opportunities that provides high quality education for students that supports college and career readiness.

Essential Duties:

1. Assist with on campus awareness of CTE courses; provide students information about career and technical education options, to include assisting in providing information about CTE classes and pathways to students and the community at parent nights, registration events, back-to-school nights, open house, site councils, parent events, etc.
2. Administer *Common Assessments* (application, resumes, and interview skills) to students and report on *IVROP Common Assessment Tools*.
3. Assist in providing career and educational information and materials through workshops and afterschool assistance with employability supporting Career Technical Student Organizations (CTSO's) and through after school opportunities designated to assist with the *IVROP Career Readiness Certificate* and *National Career Readiness Certificate (NCRC)*.
4. Administer and collect results of *Student Evaluation of Program*.
5. Facilitate and coordinate student skills events and career fairs as directed.
6. Assist with coordinating annual employer advisory meetings, *Outstanding Student Competition* and the *IVROP Showcase*; disseminate related information.
7. Provide occupational and educational information workshop sessions to all CTE classes or other academic classes as requested.
8. Provide small and large group employability and job search workshop presentations in classrooms and through after school opportunities.
9. Organize speakers for classrooms, career fairs, industry site tours, and skills events.
10. Assist high school counselors with interpreting interest/career assessment results; assist counselors or school staff in dealing with situations affecting CTE students; make appropriate referrals to resources.
11. Coordinate student worksite learning experiences with employers. Facilitate agreements and necessary follow-up /monitoring of employer worksite relationships for students of related CTE courses including student liability and work-related injury insurance coverage for off campus work-based learning experiences.

12. Collaborate with community members on partnerships to support instructional programs; maintain professional and collaborative relationships with professionals at assigned school site(s), community college and university partners, as well as those programs connected to higher education opportunities.
13. Assist with scholarship applications/essays.
14. Maintain confidentiality regarding students, IVROP and assigned school district personnel, and all internal organization information.
15. Keep accurate records regarding job related duties, as instructed by the Supervisor.
16. May be assigned to be primarily responsible for one or more specific *Essential Duties* as assigned by the Supervisor.
17. Performs related duties assigned by the Supervisor.

Education, Experience and Skills Required:

1. Bachelor's Degree in Education, Social Science, Sociology, Psychology, or related field.
2. Prior experience in related field (preferred).
3. Experience with Career and Technical Education pathway program and/or building successful partnerships with business, community agencies, K-12 schools, or higher education preferred.
4. Prior experience facilitating meetings, addressing small and large groups, delivering staff development workshops, and collaborating with business, public and education leaders preferred.
5. Ability to read, write and communicate effectively in English; ability to address an elected board.
6. Ability to drive a personal vehicle to conduct work; travel to other sites; meetings and workshops; travel in county and out of county.
7. Ability to type 30 wpm and do basic business arithmetic.
8. Practical application of MS Word, MS Excel, MS Outlook and MS PowerPoint for Windows is required.
9. Ability to use standard office machines such as a personal computer, calculator, copier, fax machine, telephone, etc.
10. Valid California Driver's License and evidence of minimum liability insurance.

Physical Requirements: Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, reaching, repeated bending, lifting and carrying up to 20 lbs. Ability to travel within and outside the county as needed.

Environmental Requirements: Must be able to work indoors in a predominately sedentary position. Wide range of physical motion required to include bending, twisting, standing, walking, carrying boxes and supplies, sitting for long periods of time, answering the telephone, using hands to type and enter data and perform a wide-range of office and clerical duties

Scheduling and Availability: Standard work schedule, Monday through Friday with an hour for lunch. Employee must be willing to work additional hours when requested and willing to assist other departments during staffing shortages as needed. Position is 40 hours per week and may require a flexible schedule that includes working evenings or weekends.