

FALLBROOK UNION HIGH SCHOOL DISTRICT
Classified Job Description

DISTRICT CAREER/VOCATIONAL EDUCATION COORDINATOR

Definition

Under the supervision of the Director of Student Services, administers a comprehensive vocational/career guidance program.

Responsibilities

Include but are not limited to: instructing students, individually and in groups; organizing presentations by industry, colleges, vocational schools, branches of the military, and community; maintaining a library of vocational and college information; assessing students' interest and work values; establishing liaison with schools, industry and the community; attending and participating in workshops; providing financial aid and scholarship information; maintaining career guidance student portfolios, making presentations at parent meetings, and providing support for the district ROP program..

Examples of Duties

1. Responsible for the sequential career center curriculum.
2. Instruct classes on the use of the career center and assist in the development of Career Fairs at the school sites.
3. Provide vocational, college, apprenticeship, and military information through lectures, filmstrips, video literature, microfiche, and computer programs.
4. Provide instruction in job search techniques including practice interviews (video taping).
5. Instruct special education, limited English, and disadvantaged students in career decisions and vocational skills related to job applications, interviews, and attainment.
6. Arrange for the administration of assessments (ASVAB, COPS, COPES, etc.) to guide students in their career decisions. Coordinate the evaluation of these assessments with individual students.
7. Contact, schedule, implement and act as liaison for a variety of speakers from industry, local businesses, colleges, vocational schools, military and community groups.
8. Provide information and instruct students in the use of computer programs for career search, apprenticeship programs, college tests, college scholarships, financial aid, and job search information, and writing letters of inquiry.
9. Coordinate the district school-to-career program with Camp Pendleton.
10. Act as a resource person for teachers, staff, community, and workforce partners. Develop an advisory board to the vocational/career program.
11. Process student registration and attendance for the district ROP Program.
12. Act as liaison between ROP Program Director, county ROP staff and district ROP teachers.
13. Provide guidance services to ROP students and supervise the ROP clerk.
14. Order, organize and maintain all books, pamphlets, applications, videos, computer programs, and college catalogs that are available to the students in the career center.
15. Complete and maintain student portfolios with the emphasis on service learning, academic achievements, and personal growth while in high school.

16. Assist seniors in the preparation of their scholarship folders that reflect their high school achievements in academics, sports or community activities.
17. Make presentations to feeder school students, parents, and community at evening or daytime meetings regarding the sequential vocational/career guidance curriculum and career center services.
18. Coordinate with the community programs for student work experience, internships, apprenticeships, and job opportunities.
19. Provide leadership for the assessment of the performance of District graduates through follow-up surveys, interviews with employers, analysis of college follow-up data, etc.
20. Other duties and responsibilities as assigned by the Director of Student Services for the operation of the career center.

Minimum Qualifications

Knowledge of: Contemporary educational, business and industry practices; the needs and work styles of students; the relationships of basic academic skills and vocational guidance; prevocational and vocational learning sequences and processes.

Ability to: Interact positively and constructively with adolescents; work effectively with adults; communicate in oral and written forms; follow oral and written instructions; research and identify resources for vocational guidance careers, future schools and learning opportunities.

Education

Bachelor's Degree, with an emphasis in career guidance; a graduate degree or certificate in career guidance preferred.

Experience

Three years in a high school, college, military or business career center, or experience deemed equivalent.

Salary/Work Year

Range 31 on the Classified Salary Schedule

Eleven-Month Work Year (214 days)