

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
Whittier, California

9151 (O)

CAREER TECHNICAL EDUCATION (CTE) COUNSELOR

Adopted: 06-15-21

Certificated — 11 month assignment, 40 hours per week

Effective July 1, 2021

Step 1	\$ 6,190
Step 2	\$ 6,376
Step 3	\$ 6,567
Step 4	\$ 6,764
Step 5	\$ 6,967
Step 6	\$ 7,176

Work Year

This is an 11 month assignment. Work schedule varies based on non-student days. There are no vacation days on this schedule.

Monthly Allowance

Personnel on this schedule shall receive a monthly allowance of two hundred twenty dollars (\$220.00) for the use of his/her automobile and other related expenses.

Cell Phone

Personnel on this schedule are to receive a Tri-Cities ROP issued cellular phone for ROP business use, with no additional cell phone allowance.

Salary Placement

1. New employees shall normally be placed on the first step of the appropriate range. However, when exceptional experience, education, ability, special knowledge or recruitment difficulties warrant, new employees may be placed on a higher range by the Superintendent.
2. Step increases shall be effective on the first day of each fiscal year.

BASIC FUNCTION

Under the supervision of assigned administrator works closely with TCROP and districts in support of college and career readiness program aimed at increasing student pathway completion and access to post-secondary education and employment opportunities. This position will develop, plan, and implement school counseling and guidance program that includes college and career counseling transition services, and training and staff development of teachers and staff.

REPRESENTATIVE DUTIES

- Monitor progress of students for pathway completion and make appropriate interventions to improve completion percentages.
- Collaborate with ROP leadership, teachers, and Student Services Team on Comprehensive Student Service Plan and College and Career Readiness curriculum.
- Evaluate and interpret results of interest surveys, needs assessment, and vocational aptitude tests, and make necessary recommendations.
- Assist administration and data specialist with data projects.
- Participate in parent orientations for specialized programs and pathways.
- Distribute relevant college and career guidance information to staff.
- Work with the Counseling teams at partner junior high schools to create career exploration opportunities in the junior high setting.
- Provide leadership, guidance, and mentoring to Student Service Team.
- Evaluate college and career readiness data and provide recommendations regarding improvements and/or additions that enhance efficiency and effectiveness of college and career readiness efforts.
- Assist with providing support for career readiness partners, advisory councils, local business, post-secondary, apprenticeship councils, students, teachers, and parents.
- Assess professional development needs and ensure the delivery of professional development meets the needs of teachers and staff.
- Provide professional development for administrators, teachers, counselors and Student Services Team on career awareness, career preparation, and academic integration.
- Communicate regularly with district counseling staff and prepare and deliver monthly updates.
- Participate in community and school programs when appropriate.
- Provide workshops and one-on-one meetings with 12th grade ROP students centered around college and career plans.
- Assist students in college planning, career readiness, and transition services.
- Use social media, classroom presentations, guest speaker events, information nights and other strategies to increase awareness of career and CTE pathways to support the needs of students and parents of various cultural and linguistic backgrounds
- Develop and implement plan to notify parents of ROP pathways, articulation, and dual enrollment opportunities.
- Provide leadership in current college admissions practices by staying up-to-date on all CTE programs, articulation, and dual enrollment opportunities.
- Perform related duties consistent with the scope and intent of the position.

KNOWLEDGE AND ABILITIES

Strong interpersonal skills and ability to work well with others.

Knowledge of computer applications and technology skills.

Excellent oral and written communication skills including presentation skills.

Analyze situations accurately and adopt an effective plan of action.

Develop and maintain effective liaison relationship with participating school districts and employers.

Prepare and maintain a variety of accurate records and files.

Meet schedules and timelines.

Plan and organize work.

Work independently with minimal supervision.

Communicate effectively both orally and in writing.
Operate a computer and other office equipment.
Use Microsoft Office Suite at the intermediate or advanced level.
Be a good listener and give honest, constructive feedback.
Effectively work with people, involve them in the decision-making process, build consensus and promote teamwork.
Keyboarding skills at an acceptable rate of speed.

EDUCATION AND EXPERIENCE

EDUCATION:

- Bachelor's Degree from an accredited college or university
- Valid Pupil Personnel Services Credential

EXPERIENCE:

- Experience working with Career Technical Education or Regional Occupational Programs
- Experience working in a high school setting

DESIRABLE QUALIFICATIONS:

- Master's Degree
- Valid California Teaching Credential
- Ability to speak and write in Spanish

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License.

WORKING CONDITIONS

ENVIRONMENT:

Office environment.
Driving own vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and perform duties.
Standing or sitting for extended periods of time.
Frequent driving to schools, meetings, conferences.
Available evenings and Saturdays as needed.