

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**COORDINATOR CAREER TRANSITION SPECIALIST - CAREER**  
**PATHWAYS/LINKED LEARNING**

**Primary Function**

Under the general direction of the Administrator, Career Pathways/Linked Learning, will assist in the facilitation of the district wide Career Pathway/Linked Learning and work-based learning initiatives. Specifically, supports recruitment of 8th graders, transition of students into pathways, and assists counselors in helping students identify post-secondary options and works to support transition of students into post-secondary education and/or training. Provides support to district and site staff in developing/maintaining a vision of student learning as it relates to career pathways/linked learning, work based learning, and college and career readiness.

**Directly Responsible To**

Administrator, Career Pathways/Linked Learning

**Major Responsibilities**

- Support middle school career exploration in 7th & 8th grade that targets the different pathways at the high schools. Develop and implement activities between the high schools and the middle schools that help middle school students develop an understanding of the pathways. **E**
- Develop and implement work based learning opportunities for middle school students that connect students to the different career pathways at the high schools. **E**
- Assist site counselors and the Career Pathways Counselor to provide career transition services to Career Pathway students by helping to organize career and transition related activities to increase students' awareness of career choices, job opportunities and post-secondary options. **E**
- Assist Career Pathways Counselor and CTE teachers in implementation of Naviance and using Naviance and other career exploration tools to develop education and career plans for CTE seniors upon graduation. **E**
- Collaborate with CTE teachers and site administrators to support career pathway recruitment and enrollment. **E**
- Collaborate with the Career Pathways Counselor and CTE teachers to identify and implement interventions that support students as they transition into a career pathway. **E**
- Collaborate with CTE teachers to support summer activities, such as summer boot camps to support students as they transition into career pathways. **E**
- Collaborate with community colleges to support linking activities that connect students to different pathway programs at the community college level, including summer camps and other community college opportunities. **E**
- Provides support in improving career pathways/linked learning programs and work-based learning opportunities based on district initiatives and grants. **E**

- Assist with grant implementation including progress of identified performance targets and timelines and grant reporting. **E**
- Assists in the planning of district wide professional development, meetings, and events promoting career pathway/linked learning programs and related district initiatives. **E**
- Consults with Administrator, Career Pathways/Linked Learning, as well as the Director of Secondary Education, departments, principals, and teachers regarding implementation of Linked Learning Pathways, work based learning, and College and Career readiness K-12. **E**
- Collaborates with schools and district departments to promote parent awareness and support for student's college, career interests, choices, and decisions. **E**
- Provides support regarding initiatives pertaining to the core content areas, linked learning pathways, early college credit, work based learning, and college career readiness. **E**
- Provides support in providing professional development sessions that highlight academic success, career exploration, career technical education, work-based learning, early college credit, and college/career planning activities for parents, teachers, counselors, and administrators. **E**
- Assists teams in developing, coordinating and effectively utilizing industry advisory committees as needed and/or appropriate. **E**
- Prepares and conducts presentations regarding career pathway/ linked learning to various stakeholders. **E**
- Attends college and career in-service meetings and professional conferences to keep abreast of new developments and instructional improvements. **E**
- Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with college and career. **E**
- Attends job-related meetings and activities specified by the Administrator, Career Pathways/Linked Learning. **E**
- Performs additional duties as assigned by the Administrator, Career Pathways/Linked Learning.
- Performs other job-related duties as assigned.

### **Qualifications**

- Ability to work effectively with all segments of the educational community and general public.
- Ability to initiate and coordinate programs and projects.
- Knowledge of personal computers, computer hardware and software.
- Knowledge of career pathways, Linked Learning and academies.
- Ability to facilitate groups and skill in using the collaborative process.
- Ability to exercise good judgement and tact.
- Ability to speak, write and communicate effectively with all stakeholders in the community.
- Ability to assemble and analyze data, and make appropriate recommendations for action.
- Skill in logical thinking and the ability to explain difficult materials in a clear manner.
- Ability to design and implement procedures.
- Knowledge of district operations and procedures.
- Ability to effectively manage projects.
- Ability to operate standard office equipment including computers, effective use of software applications, including Word, Power Point, Excel, and other technology solutions.
- Proficiency in the use of Student Information Systems and data analysis tools.

- Knowledge of District policies, applicable sections of the state Education Code and other laws and regulations
- Ability to interpret, apply and explain rules, regulations, policies, and procedures as they relate to college and career readiness

### **Education, Training, and Experience**

- At least two years experience and knowledge designing and implementing college and career pathways and work based learning, and Linked Learning.
- Progressive experience in roles of responsibility in providing leadership in a school or district setting.
- Experience in directing/supervising the work of others.
- Experience in professional development

### **Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 4 – 261 Days

Adopted by the Board of Education: October 13, 2021