

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED OCTOBER 2020
RANGE: 46.0
CLASSIFIED
CODE: 2

COLLEGE & CAREER READINESS FACILITATOR

DEFINITION

Under general direction, the College & Career Readiness Facilitator will be the contact for staff and student support related to college transitioning, career readiness and career pathway startup.

This position will support the CTE Program Specialist in promoting college and career readiness activities at all Alternative Education school sites. The College & Career Readiness Facilitator will provide input and data for CTE related projects or programs; assist in facilitation of grant outcomes; conduct problem solving and training for online learning platforms to ensure program efficiency and integrity; and provide research and support for new student transitioning approaches.

EXAMPLES OF DUTIES

Assist with the oversight of career pathway and transitioning related activities at Kern County Superintendent of Schools Alternative Education schools sites throughout Kern County;

provide technical support to staff and students concerning hardware, software and networking problems with online learning programs;

serve as liaison to software provider as necessary;

coordinate work by scheduling site visits, college and industry tours, job fairs, guest speakers, etc.; assist with college and career ready planning and implementation including researching best practices;

recommend, implement and document process/procedure improvements that will increase efficiency or improve consistency of services;

identify issues and concerns and report them to the CTE Program Specialist;

work closely with CTE Program Specialist and Career Readiness Teachers to update and enhance online learning curriculum and programs;

ensure programs have necessary supplies and equipment for project implementation and submit purchase requests as needed;

work with community partners to support current CTE pathways and develop exploration and internship opportunities;

assist with managing and tracking data to ensure that goals are met in the most efficient and organized manner;

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Thorough knowledge of college transitioning requirements, career readiness tools and strategies, online software management, and grant outcome tracking and facilitation.

Ability to:

Communicate clearly, in good tone and voice quality, both written and in speech; in a way that can be understood;

understand and carry out oral and written directions;

be detail oriented;

work well with a diverse group of clients (Community partners, Probation, KCSOS employees, students);

establish and maintain cooperative working relationships;

drive to school sites throughout Kern County safely and efficiently;

perform appropriately in situations requiring tact and diplomacy;

maintain accurate records;

maintain accurate inventory of hardware, software and other equipment and materials as required;

respond to problem-solving requests as needed.

Experience:

A minimum of two (2) year experience working in a support position as it relates to college and career readiness.

Education:

Associate's degree required.

Bachelor's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

10/7/2020

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