



**PROGRAM SPECIALIST - Career Education and Professional Learning
(Department of College and Career Programs)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of College and Career Programs

ESSENTIAL FUNCTIONS:

1. The Program Specialist – Career Education and Professional Learning will provide support in all areas of Career Awareness in grades 6-8 and 9-12, create collaboratively awareness and instructional videos for career awareness, and collaboratively create grade specific lessons for career awareness and planning for grades 6-12.
2. Act as a resource by developing, facilitating, and providing training to school districts and the county office in the area of curriculum, instruction and assessment with an emphasis in Career Education including how to support English Learners and students with special needs.
3. Function as part of a team to create, deliver and maintain support and implementation of a high-quality Career Education Program including curriculum development, material selection and alignment with state frameworks and standards.
4. Plan, organize, and promote various activities necessary for the implementation of the state curriculum frameworks and standards.
5. Act as a resource to school districts and the county office in the area of Career Education.
6. Plan and deliver professional development and meetings and develop resources to facilitate the professional growth of participants.
7. Participate in appropriate statewide, regional and local training activities.
8. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of fundamental principles of quality professional development, effective teaching, and curriculum development.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum and instruction.

4. Knowledge of and willingness to stay abreast of the use of data, data analysis, and data visualization.
5. Knowledge of and willingness to stay abreast of effective instructional strategies and materials.
6. Demonstrate personal characteristics that are conducive to good communication and self-management.
7. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
8. Ability to drive to various school sites and meeting locations.
9. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
10. 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.

B. Professional Qualifications:

1. Demonstrate highest standards of professional integrity, honesty, ethics, confidentiality and professionalism.
2. Ability to express oneself effectively in public, in conference and in writing, and to use these skills to lead professional development meetings.
3. Ability to provide leadership in the development and implementation of instructional practices.
4. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners and stakeholders.
5. Proven ability to work effectively with diverse groups and individuals.
6. Ability to effectively structure, organize, systematize and complete tasks and activities.
7. 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.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold a Bachelor's degree from an accredited college or university.
2. Must hold appropriate California Teaching Credential(s).
3. Master's degree preferred.

B. Experience:

1. Experience and study which indicate knowledge of the 12 elements of high quality CTE programs of study, 12 Standards of Career Ready Practice and teaching techniques.
2. Successful teaching experience in a general and/or special education classroom.
3. In depth experience and knowledge in developing and conducting professional development activities for adults.
4. Successful experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
5. Successful experience in the use of data to guide decision making and instruction.
6. Experience mentoring teachers preferred.

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