



**PROGRAM SPECIALIST - K14 Educational & Career Advising
College and Career Programs**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of College and Career Programs

ESSENTIAL FUNCTIONS:

1. Provide support in all areas of College and Career Initiatives and Career Education including support and training for administrators and counselors around best practices in advisement for career awareness and career preparation.
2. Act as a resource by developing, facilitating, and providing professional learning opportunities to educators throughout Kern County on topics including but not limited to Career Education and Advisement.
3. Function as part of a team to create, deliver and maintain support and implementation of a high-quality Career Education Program.
4. Plan, organize, and promote various activities necessary for the implementation of strong Career Awareness and Career Technical Education (CTE) programs.
5. Act as a resource to school districts and the county office around Career Awareness and Career Technical Education.
6. Plan and deliver professional learning, meetings and develop resources to facilitate the professional growth of participants.
7. Participate in appropriate statewide, regional and local training activities.
8. Other related 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, college and career advising and counseling.
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 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 a valid PPS Credential.

3. Master's degree preferred.

B. Experience:

1. Successful experience advising students and families in a 7-12 environment around CTE Pathways and Career Readiness.
2. Successful teaching experience in a general and/or special education classroom.
3. Experience and study that indicate knowledge of the 12 elements of high quality CTE programs of study, 12 Standards of Career Ready Practice and teaching techniques.
4. Experience in creating coherent CTE policies and procedures align and weave into the larger education system.
5. Successful experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
6. Experience guiding students through particular pathways.
7. Successful experience in the use of data to identify areas of strength and growth in the CTE program leading to opportunities for improvement.
8. Experience and knowledge in adult learning theory to ensure successful professional learning opportunities for adults.
9. Experience mentoring teachers preferred.

CP: rn
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