



William S. Hart Union High School District
 Personnel Commission - Classified Employment
 OPEN & PROMOTIONAL EXAM ANNOUNCEMENT - DUAL CERTIFICATION
 Career and College Readiness Specialist

Released: January 9, 2019

THE POSITION:

Career and College Readiness Specialist is a 10 months per year, 8 hours per day position. Occasional evening and weekend work may be required. Salary Range 210: \$20.64 to \$24.06 hourly.

Step 1	Step 2	Step 3	Step 4	Step 5
\$20.64	\$21.50	\$22.34	\$23.21	\$24.06

*New employees are placed on Step 1, 2 or 3 depending on experience.
 Current employees maintain longevity compensation; salary may be higher than what is noted above.*

Applications are being accepted from Promotional applicants (current, permanent WSHUHSD employees) and Open applicants (all other applicants) to establish a dual certification eligibility list. The eligibility list will be used to fill one vacancy at West Ranch High School and any other vacancies that may occur during the life of the eligibility list.

MINIMUM QUALIFICATIONS:

Associate's degree and two years of directly related experience. Additional experience may substitute for higher education on the basis of two years of experience for one year of college. Please refer to Pages 2 through 4 for complete job description.

APPLICATION DEADLINE: Wednesday, January 30, 2019, 4:00 p.m.

EXAM PROCESS:

Phase I (Written Exam): Applicants meeting the minimum qualifications will be invited to a written exam, tentatively scheduled on **February 13, 2019**. Invitations to the written exam will be emailed by February 5, 2019.

Phase II (Performance Exam and Qualifications Appraisal Interview): The 20 applicants with the highest, passing written exam scores will proceed to Phase II, a Performance Exam (consisting of Microsoft 2016 Word and PowerPoint exercises) and a Qualifications Appraisal Interview (QAI). Applicants must pass the Word, PowerPoint and QAI to pass Phase II and to be placed on the eligibility list. Phase II exam dates are TBD.

Exam Weights: Written Exam - Qualifying Only; Performance Exam – 50%; QAI – 50%

APPLICATION INSTRUCTIONS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp by **January 30, 2019, 4:00 p.m.** **A resume may be uploaded but will not be accepted in lieu of a thoroughly completed online application.** From the home page, go to the "External Applicants" section and select "Start an application for employment." (All applicants, including District employees, must use the External Application.) If you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. **On the "Vacancy Desired" section, select Job ID #1857 (Career and College Readiness Specialist).** Applications submitted without a Job ID# will not be routed appropriately and will not be accepted. You will receive a confirmation email once your application has been received. **All correspondence (i.e., exam invitations, exam results) will be handled via email from mailbot@applitrack.com. Please update your email account to allow email from this sender.**

SCREENING PROCESS: Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email by **February 5, 2019**. **If you do not receive an email by this date after checking your junk/spam folder, please contact Tina Cermeno at 661-259-0033, ext 410.**

ALL APPLICANTS:

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. The 20 highest scoring applicants of the Phase I exam will proceed to Phase II. Ranking on a list is determined by scores attained plus any applicable seniority or veteran's points. Certification of the top three ranks shall be those of the open and promotional eligibility lists who have the highest examination scores. Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 410.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.

Position: Career and College Readiness (CCR) Specialist (Formerly Regional Occupational Program (ROP) Specialist)	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, August 8, 2012 Revised: January 14, 2015, December 10, 2015	Salary Range: 210

Summary

Under the administrative direction of the district Career Technical Education Director, performs, oversees and coordinates a variety of specialized tasks that support and serve various career and college readiness education and training opportunities. Recruits, promotes, and introduces Career and College Readiness programs to students, parents, school personnel and the community. Work oversight and supervision received from school site administrator.

Distinguishing Career Features

The Career and College Readiness (CCR) Specialist provides outreach and technical services that promote and support career technical education and training. The CCR Specialist requires competency in recruiting and preparing and delivering presentations about CCR programs, and monitoring student progress, behavior, and attendance related to those programs.

Essential Duties and Responsibilities

- Performs recruitment and marketing activities, to inform students, parents, school site staff, and community-based organizations about Career and College readiness and work based learning opportunities through community outreach presentations, announcements, bulletins, classroom visitations and other methods.
- Collaborates with guidance counselors and teachers to provide information to students and parents to determine appropriate CCR class recommendations.
- Enrolls, registers and verifies accuracy of registration in Student Information Systems.
- Initiates team collaboration with instructors, counselors and administration to improve student achievement in the areas of attendance, behavior and performance; and attends student/parent/counselor conferences, as necessary.
- Performs community outreach regarding career pathway events including College to Career Day (COC), pathway specific extra-curricular events and other career pathway information events.
- Coordinates and attends special events such as Outstanding Student Recognition Night, Open House, Graduations and other events.
- Uses career interests/assessment (Naviance) data to inform students' election of career pathways that include collaborating with campus Pathway Leads and Advisers.
- Performs a variety of responsibilities in the administration of Career and College Readiness courses, which includes maintaining accurate records about student progress, attendance, and discipline.
- Collects, verifies and submits data, including grades, attendance, placement data and work based learning time cards to meet appropriate deadlines.
- Communicates with teacher(s), school sites and the District to provide information about school schedules and reporting deadlines, class schedule changes, field trips and instructor substitutes.
- Promotes and connects students to supplemental educational programs and opportunities (e.g. practicum/work based learning, college articulation and dual credit/College NOW, career coaching, etc.)
- Develops and monitors program requirements rubrics, and the application process and rubric for classes such as Cosmetology, Fire Academy and Emergency Medical Responder (EMR).
- Participates in long range planning, organization, coordination and effective utilization of resources.
- Communicates with administrators, personnel and outside agencies to coordinate facility use and exchange information to resolve issues.
- Liaison between teachers and technology experts, evening support staff (custodians), and facility coordinators at school sites.
- Facilitates purchasing and distribution of instructional and/or office materials and supplies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- In-depth knowledge of practices, procedures and equipment including filing systems, receptionist and telephone techniques, and letter and report writing.
- Rules, regulations, policies and procedures related to Career and College Readiness.
- Knowledge of and skill using common computer-aided software and specialized applications for data entry of student information.
- Community resources that support job training and employment.
- Purpose and objectives of assigned program and related activities.
- Demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Sufficient math skills to compute sums, averages, products and quotients.
- Sufficient human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.
- Language, grammar and writing skill to prepare professional correspondence, position advertisements and informational brochures.
- School programs and procedures.

Abilities

- Maintains confidentiality of student information in accordance with existing law.
- Travel to multiple work sites.
- May perform work nights and weekends, and/or participate in flexible schedules on occasion.
- Maintain and improve professional skills and knowledge through CTE conference participation and professional development training.
- Provide group and individual assessments in interpersonal, career interest and attitudinal areas.
- Use computer technology to provide program-related information, assessment and other applications.
- Prepare and deliver oral presentations.
- Plan, organize and prioritize work to meet deadlines.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Understand and apply established principles, techniques and procedures required for effective job performance.
- Understand and carry out oral and written instructions in an independent manner.
- Analyze situations accurately and adopt an effective course of action.
- Prepare professional correspondence for routine communications.
- Maintain up-to-date files and ensure privacy of student information.
- Work cooperatively and productively with others.
- Communicate effectively using patience, tact and courtesy.
- Work and make independent judgments with minimal direction.
- Interpret, apply and explain applicable laws, rules and regulations.
- Maintain current knowledge of CCR programs.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time and to move to school district or related locations.
- Near visual acuity to read printed materials and microcomputer screen.
- Auditory ability to carry on conversations in person and over the phone.
- Ability to retrieve work materials.
- Manual and finger dexterity to write, to keyboard at an acceptable rate and operate a computer, and other office equipment.

Education and Experience

Associate's degree and two years of directly related experience. Additional experience may substitute for higher education or the basis of two years of experience for one year of college.

Licenses and Certificates

Requires a valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist. Driving a vehicle to conduct work. Occasional evening and weekend work along with flexible schedules may be required.