

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: CAREER PATHWAYS TECHNICIAN

DEPARTMENT: COUNSELING/INSTRUCTIONAL

REPORTS TO: CAREER PATHWAYS PROGRAM DIRECTOR

DEFINITION:

Under the direction of the Career Pathways Program Director will provide services unique to the career development and college readiness of students. Will assist school counselors with guidance in post-secondary options as related to their specific career pathway. Will assist classroom teachers by providing career exploration presentations as they relate to college and career.

EXAMPLES OF DUTIES:

- Provide career exploration activities with all students in order to assist in developing their individual Career Pathways plans.
- Will work with academic counselors in delivering students' career exploration information, college decisions, and career pathways as they relate to student's personal career assessments. Be able to interpret students' transcripts.
- Will assist the Career Pathways Director coordinating job shadowing experiences, career speakers, mentoring, and internship programs that will compliment students' career pathway.
- Will be a certified career counselor (or commit to become one) in order to administer and interpret valid and reliable career assessments such as Holland Codes, Self-Directed Search, True Colors, and Myers-Briggs Type Indicator.
- Will assist in program sustainability.
- Develop relationships with community businesses.
- Assist the Career Pathways Director in providing oversight to the Career Pathway Program.
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

- Demonstrates a high degree of knowledge in Career Exploration with certification as a Career Technician.
- Ability to coordinate and expand career exploration through ongoing presentations.
- Outgoing personality. Ability to provide classroom presentations with great enthusiasm.
- Ability to be an articulate and knowledgeable speaker in front of large groups of students.
- Possess an outgoing and fun personality that can relate to teenagers.
- Be knowledgeable of the California CTE Standards and California Career Industry Sectors and Pathways.

- Equivalent to three years of progressively responsible full-time career education work experience.
- Demonstrated success with pupil, staff and community relations.
- Ability to contribute to a team effort.

DESIRED QUALIFICATIONS

- Successful classroom teaching or successful experience with students and schools
- Previous experience as a School Counselor
- Previous experience working with parents and various community groups and/or agencies
- Bilingual/Spanish