

MVLA Adult Education

Career Center Coordinator Job Description

Job Description – Career Center Coordinator (CCC) (15 hours per week)

The role of the Career Center Coordinator is to develop jobs, place students in jobs, and to hold regular workshops for groups of current MVLA Adult Education students. Priority job placement should be given to students who are close to exiting their current educational or training program. The CCC should build relationships, maintain relationships, and interact regularly with local businesses and agencies to identify job placement and career opportunities for current and graduated MVLA AE students through personal visits to outside agencies and businesses, as well as regular phone and email contact. Heavy emphasis should be placed in careers which relate to current trainings offered at the adult school. The CCC is expected to have a strong knowledge base in each of the offered CTE programs and is expected to keep up with changes in these particular career fields. The CCC should hold regular group workshops for MVLA AE students in the areas of resume writing, job search skills, and interviewing techniques (at least one of each per school term). The CCC is expected to have mastered each of these workshop topics, and is expected to teach these workshops based on current job market standards.

Job Priorities:

- ❖ Job Development
- ❖ Job Preparation Workshops
- ❖ Job Placement

Need to regularly communicate with CTE Program Coordinator regarding CTE and CalWORKs student and program needs

Job Roles:

A. Job Developer

Maintain current relationships and build new partnerships with businesses and employers.

- by phone
- by visiting partners
- regular follow-up with them
- marketing adult school programs and student success

B. Job Preparation

Conduct in small to large groups in a classroom. No singletons.

Can be done for job-a-likes, resume' writing and interview skills.

Hours here include time for other duties such as attending meetings and creating a monthly log of students served and placed in jobs.

C. Job Placement

Can be done one to one in this priority order:

1. Current CTE program students in process of or just graduating.
2. Former/returning CTE program grads
3. ESL, HSD, GED enrolled or recently exiting out
4. No *off the street* students who are not in process of enrolling in one of our CTE, HED, GED or higher level ESL classes.

Track Placements AND students served each Fiscal Year – July 1st-June 30th ; Report to CTE Coordinator and/or Asst. Director each month by the 10th (example placements for July to December will be due on January 10th ; July to January will be due February 10th, etc...). This report should be sorted by placement date.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of experience, preferably in an educational setting.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Office environment; subject to frequent interruptions
- Work under pressure of deadlines and time constraints
- Light physical activity and lifting up to twenty pounds
- May be required to work at a computer workstation for extended periods of time

Licenses and other requirements:

- Criminal Justice fingerprint clearance
- Evidence of TB clearance

If required to operate a vehicle:

- Valid California Motor Vehicle Operator's License
- Acceptable driving record and qualification for insurability by the District's insurance carrier

HEARING, VISION, AND SPEECH AND LANGUAGE PROCESSING:

Close proximity hearing and clarity of vision near and far with various distance focus/refocus ability are necessary for these tasks. This job requires a very articulate communicator for so many of the tasks involve direct conversation with co-workers, staff members, and the public. The senior staff secretary must read and write with speed and accuracy. He/she must comprehend visual and auditory input given by others. Short and long term memory recall ability is required in all tasks. This person must be a tactful and efficient worker with all whom he/she comes in contact.