



Sequoia Union High School District

Job Description

JOB TITLE:	Career Navigator
REPORTS TO:	Adult School Director
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	15.0
WORK - YEAR / HOURS:	12 months/ up to 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	Adult School

DEFINITION

Under general supervision of the Adult School Director, the career navigator will provide ongoing transition support, case management, and career exploration assistance to adult education students from the English as a Second Language (ESL), High School Diploma, High School Equivalency, Adult Basic Skills and Career Technical Education programs

DISTINGUISHING CHARACTERISTICS

ACCEL Adult Schools, which serve a diverse population of adult learners, are striving to accelerate learning and to help more students reach post-secondary education and careers.

The career navigator will provide ongoing transition support, case management, and career exploration assistance for adult education students in the English as a Second Language (ESL), High School Diploma, High School Equivalency, Adult Basic Skills and Career Technical Education programs. The Career Navigator will collaborate with community colleges, other adult schools, the regional workforce development systems, local businesses, library, and other community organizations to facilitate the students' transitions to college or work.

The career navigator will work under the direction of the Adult School Director and in collaboration with other ACCEL staff and Executive Director to implement regional transition plans and goals.

EXAMPLES OF DUTIES

1. Assist all students to set career and academic goals and develop an educational plan identifying assets, barriers, and support services needed to address challenges.
2. Refer students to community-based organizations and public agencies for services not available at the school. Build collaborative relationships with these organizations to continue effectively supporting these students.

3. Monitor students' progress to meeting their college and career transition goals.
4. Assist with efforts that place students into internships and employment opportunities, including assistance with job placement.
5. Assist in outreach efforts designed to recruit students into adult school programs.
6. Assist with college applications, provide workshops to assist with financial aid options, and connect students to college- level support services.
7. Assist with developing and tracking student performance and outcome data, including reporting requirements for external state and federal programs. Collaborate with ACCEL Coordinators to track data needed by ACCEL.
8. Work directly with teachers and faculty to provide coordinated services to students. Develop familiarity with various schools and programs to provide assistance as needed.
9. Meet regularly with ACCEL coordinators and career navigators as a team to identify regional strategies, and ensure collaboration and consistency across the ACCEL region.
10. Keep all necessary records and submit required paperwork in a timely manner.
11. Attend required meetings and professional development sessions.
12. Work a flexible schedule that accommodates students' class times.
13. Perform other duties, as assigned, by the Adult School Director.

QUALIFICATIONS

Candidates applying for this position must be able to perform all duties satisfactorily.

Required Knowledge, Skills, and Abilities

- Familiar with the community college career/academic programs & systems.
- Familiar and conversant in the multiple academic programs offered at adult schools
- Have willingness and ability to travel regularly throughout the ACCEL region to build relationships with all member agencies.
- Must be patient, flexible, culturally proficient, and able to work with individuals from diverse ethnic and linguistic backgrounds.
- Work collaboratively with colleagues, staff, and school administrators.
- Be able to work strategically to prioritize tasks and meet deadlines.
- Display professional behavior and appearance.
- Bilingual person preferred

Education

- Associates Degree required at a minimum
- Bachelor's Degree in a related field preferred

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

- Must have valid California Driver License, reliable personal transportation and a willingness and ability to travel to various sites within the Bay Area.
- Requires a willingness and ability to work evening hours as required.
- May require the ability to speak, read and write in a language other than English.