

## **Escondido Union High School District Job Description**

**Job Title:** Career Education Advisor  
**Employee Unit:** Non-Represented Classified  
**FLSA Status:** Exempt  
**Salary Level:** Range 20  
**Approved By:** Board of Trustees  
**Approved Date:** 10/21/97

### **SUMMARY**

Provides career and vocational readiness assessment and information for adults in Adult Education and ROP Programs, with emphasis on special populations by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Provides career and vocational readiness assessment and information in Adult Education and ROP programs, with emphasis on special populations.

Develops an individual plan for vocational training/education capitalizing on student strengths and adapting for disabilities.

Compiles and studies occupational, educational, and economic information to aid students in making and carrying out vocational and educational objectives.

Interacts with Adult Ed/ROP staff regarding student progress.

Counsels students to prepare them to obtain employment.

Monitors student progress through Adult Education/ROP staff, Department of Rehabilitation and other community services to serve special populations.

Conducts career assessment workshops and classroom presentations.

Serves as a career/vocational resource for Adult Education/ROP students and staff.

Advertises program through existing classes and refers students to Department of Rehabilitation or other agencies whose services they may be eligible for.

Assists individuals to understand and overcome social, physical and emotional challenges.

Maintains student and program records as required for the Department of Rehabilitation and other community services agencies.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises support staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or eight related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to write grants to continue funding of program. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **COMMENTS**

The individual holding this position must have the ability to network effectively among the professional community, a knowledge of community resources, exposure to working with business and industry in program development, and a knowledge of working with adults with disabilities. As a representative of the Escondido Union High School District to the community, this individual must demonstrate a professional, helpful and appearance at all times.