CLASS TITLE: CEC Employment Specialist - Continuing Education

BASIC FUNCTION:
Under the direction of Director of Continuing Education, provide education and employment services to low income, high-risk high school and adult learners necessary to transition into a career, further education/training, and adulthood. Responsibilities include: recruitment and eligibility, industry certification/assessment, tutoring, professional development and event planning and facilitation, curriculum development, workforce readiness training, guidance and counseling, data analysis and record-keeping.

REPRESENTATIVE DUTIES:
Recruit, screen and enroll eligible students from Adult Education and Career Education programs;

Provide mentoring to develop strategic and industry skills supporting success in program;

Coordinate and interpret assessments/certifications to determine student aptitude, skills, and competencies needed for employment goals;

Maintain programs in three areas: basic skills, work readiness, and course of study leading to industry certification to guide students toward career attainment;

Serve as liaison between educational institutions and employment agencies;

Assist students with enrollment in the appropriate educational services to ensure meaningful, permanent employment;

Develop and present work readiness and educational workshops as needed: employability skills, career preparedness, college readiness, and basic educational support;

Track and obtain education and employment verification from school site and employment agencies;

Maintain accurate records to track goals, progress, and data collection for each student;

Attend weekly site and monthly industry meetings, workability training, and collaborate with team members to support employment specialist position;

Track student performance for 2 years beyond exiting program and provide data to grant administration;

Complete monthly reports to supervisor; and

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Administering workforce development programs;
Writing and evaluating career development curriculum;
Marketing career development programs;
Teach career development curriculum.
Industry and education partnerships, employment related agencies, school district program any special projects that relate to education and training to employment;
Workforce Investment Act (WIA) policies, procedures, and regulations;
Applicable sections of the State Education Code and law.
Current knowledge of program rules, regulations, requirements and restrictions.

ABILITY TO:
Provide instruction within the assigned subject area;
Establish and maintain cooperative and effective relationships, including those with business and industry representatives to establish internship programs and advisory councils;
Train and provide work direction to others;
Analyze situations accurately and adopt an effective course of action;
Monitor and evaluate student progress;
Maintain records and prepare reports;
Compile and verify data and prepare reports;
Operate and demonstrate the use of laboratory materials and equipment;
Ability to use computer and internet;
Public speaking;
Above average writing skills;
Ability to facilitate workshops;
Interpersonal skills using tact, patience and courtesy;
Work independently with little direction; and
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Bachelor’s degree from an accredited college or university in a related major such as education, counseling, social work and/or career technical education.

LICENCES AND OTHER REQUIREMENTS:
Valid California driver's license and qualification for teacher certification directly related to Program served.

WORKING CONDITIONS:
Primarily indoor office environment with travel to county educational and business facilities; and Working with VCOE staff and other site personnel and public.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
May be required to work evenings or weekends;
Requires dexterity of hands and fingers to operate a computer and standard office equipment; Sitting or standing for extended periods of time; Reaching above the shoulders and horizontally to retrieve files and supplies; Lifting objects weighing up to 30 pounds, and Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education consider that upon request