

College and Career Pathway Advisor (CCPA) – Grant Funded

Job Summary:

Under the general direction of the Executive Director of Educational Services, the College and Career Pathway Advisor (CCPA) serves as a liaison between students, educators, industry partners, and the community to promote college and career readiness. This position supports students in developing career pathways, guides post-secondary opportunities, supports counselors, instructors, and students, analyzes data, conducts presentations, coordinates field trips and job shadowing, and ensures alignment with educational and workforce goals. In addition, the CCPA will serve as a substitute teacher when needed.

Essential Duties & Responsibilities:

- Provide career and pathway guidance to students, teachers, and administrators across the district, serving all schools from middle/junior high through high school, ensuring alignment with industry standards and educational goals.
- Develop and implement student recruitment strategies to increase participation in career technical education (CTE) pathways.
- Collaborate with school counselors, administrators, and faculty to support students in career exploration and college readiness.
- Coordinate work-based learning opportunities, including internships, job shadowing, and mentorship programs.
- Serve as a substitute teacher as needed, ensuring instructional continuity.
- Maintain records and track student progress related to career pathways, credential attainment, and post-secondary transitions.
- Conduct workshops and presentations on career readiness, workforce expectations, and industry trends.
- Build partnerships with local businesses, colleges, and workforce development organizations.
- Support the alignment of CTE courses with industry-recognized credentials and post-secondary articulation agreements.
- Assist with grant compliance, data collection, and reporting as required.
- Assist with CTE instructor and pathway data collection, analysis, and reporting.

Qualifications & Requirements:

Education & Experience:

- A valid California Career Technical Education Teaching Credential, an equivalent Education Credential, or the ability to obtain a Teaching Credential is required, and at least three (3) years of experience in the K-12 education setting.
- Strong Knowledge of or experience with CTE/ROP
- Advanced working knowledge of Google Cloud and Microsoft applications, and virtual meeting platforms.

Additional Qualifications:

- Possession of a valid California Class C Driver's License is required
- Proof of valid car insurance.
- Demonstrated experience in career pathway development and industry-aligned curriculum design.
- Strong knowledge of state and federal policies governing CTE, workforce development, and career readiness programs.
- Experience in grant writing, program evaluation, and compliance reporting is highly desirable.

Skills & Abilities:

- Strong leadership and mentorship skills.
- Excellent communication and collaboration abilities to work effectively with students, staff, administrators, and industry partners.
- Knowledge of current high school graduation requirements, college admission processes, and industry pathway development.
- Ability to guide students in career readiness, including resume writing, interview preparation, and employability skills.
- Proficiency in modern office software, student information systems, and data tracking tools.
- Self-motivated with strong organizational skills and the ability to manage multiple projects and deadlines.

Physical & Mental Demands:

- Requires the ability to travel between school sites, industry locations, and regional meetings.
- Requires the ability to sit, stand, walk, bend, and lift light materials(up to 10 lbs).
- Requires strong organizational, multitasking, and problem-solving skills.

Additional Requirements:

- Clear TB Screening Results
- Clear Live Scan Results
- Official College Transcripts
- Valid I.D. or Driver's License