

JOB DESCRIPTION
Nebo School District

TSA - College and Career Ready (CCR) Specialist

Purpose Statement

The job of TSA - College and Career Ready (CCR) Program Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing students with information on career and/or post high school educational opportunities; administering and interpreting career assessment tools; planning on-site presentations by college and/or career representatives; and managing ongoing department programs. This job will include additional days beyond the regular teacher contract, will be reviewed annually for employee fit, and based on the supervisor evaluation the employee may be subject to a change of placement back to the classroom.

This job is distinguished from similar jobs by the following characteristics: • Placement in this position will be reviewed annually and is at the discretion of the Superintendent or their designee. The additional days associated with this position are an extension of the basic teacher contract and are subject to change as circumstances may dictate.

This job reports to the CTE Director

Essential Functions

- Coordinates with the Work-based Learning Coordinator for the purpose of identifying students for work-based learning and internship opportunities.
- Coordinates on-campus site visits by college and university recruiters, including Career Day, for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Coordinates college and career ready events for the purpose of providing student with information regarding occupational programs and/or other post high school opportunities.
- Facilitates professional learning for their program teachers for the purpose of ensuring that all teachers are effective in their instruction with students.
- Leads the program area PLC team for the purpose of ensuring that program area needs are met in an effective manner.
- Mentors provisional teachers for the purpose of ensuring they become effective teachers and their successful transition into the teaching profession.
- Participates in a variety of meetings, workshops and committees (e.g. university/college conferences, class visits, community service group meetings, PLC's, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Provides support and leadership for the Career and Technical Student Organizations (CTSO's) (e.g. FFA, FCCLA, etc.) for the purpose of ensuring the programs are functioning and sustainable.
- Provides support for concurrent enrollment for the purpose of ensuring the programs are meeting the needs of students and the university.

- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.
- Works with students and CTE Office for the purpose of collecting, reporting, and interpreting Career Pathway concentrator and completers data.
- Works collaboratively with others (e.g. administrators, counselors, teachers, parents, students, business/industry, postsecondary institutions, community organizations, and other stakeholders, etc.) for the purpose of ensuring the delivery of quality CCR programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and college entry requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 35% sitting, 15% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Continuing Educ./Training

District Mentor Training

Certificates

Level 2 or 3 licensed teacher in a CTE area

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Exempt

Approval Date

8/1/2019

Salary Range