

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ROP CAREER GUIDANCE LIAISON**

### **RANGE: 16**

### **BASIC FUNCTION:**

Under the direction of an assigned Principal-Student Programs, provide information and assistance to Regional Occupation Programs (ROP) students concerning career planning, student internship and related information; provide support to students, Principal-Student Programs and ROP teachers.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide information and assistance to ROP students concerning career planning, student internship and related information; initiate and receive phone calls; schedule appointments; compile, organize and maintain current career and job search information.

Assess student abilities, qualifications, interests and backgrounds and provide information concerning career opportunities; conduct mock interviews, assist with job applications and interview skills, and provide information to students regarding ROP opportunities; refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.

Register and assist students involved in ROP as required; participate in class enrollment and marketing activities including recruiting students, preparing letters and processing applications.

Provide support to students, Principal-Student Programs and ROP teachers; distribute instructional supplies to instructors; assist high school counselors as needed.

Serve as liaison with high school staff, public and private agencies, ROP personnel, industry partners and the community; conduct presentations to high school and community groups of ROP classes; present ROP information at career fairs, classes and private agencies; participate in career-related job shadowing activities.

Input and maintain computerized attendance, enrollment and other student information; maintain accurate and current automated records; generate various student data lists and reports.

Participate in various marketing activities; design and distribute marketing materials to recruit students to the ROP program.

Prepare and maintain a variety of records and reports related to assigned activities; prepare and maintain career guidance booklets, brochures, report cards, certificates, wait lists, lab and book fees, and other materials as assigned; prepare and collect various forms; maintain course and student files; receive and monitor attendance data.

Communicate with students, parents, personnel, local businesses and various outside organizations to exchange information, coordinate activities and resolve issues or concerns.

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Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate audio-visual equipment to make presentations as assigned; drive a vehicle to various sites to conduct work.

Collect and distribute report cards and credits for high school students; prepare certificates of proficiency and distribute as assigned; participate in testing activities as directed.

**OTHER DUTIES:**

Maintain current knowledge of employment trends and opportunities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ROP operations, practices and regulations.
- Career resources and informational materials.
- Career and employment trends and labor market information.
- Post-secondary training options.
- Federal and State laws, rules and regulations assigned activities.
- Oral and written communication skills.
- Design and development of promotional materials.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Modern office practices, procedures and equipment.
- Public relations techniques.

**ABILITY TO:**

- Provide information and assistance to ROP students concerning career planning, work experience programs and related information.
- Provide technical support to the Principal-Student Programs and ROP teachers.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Assess student abilities, qualifications and interests and provide information regarding career opportunities.
- Refer students to counselors, programs, schools, employers, outside agencies or appropriate personnel.
- Communicate effectively both orally and in writing.
- Prepare and deliver effective oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports and other materials.
- Compile and verify data and prepare reports.
- Operate a computer and assigned software.

Meet schedules and time lines.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in counseling, career education, human relations or related field and two years increasingly responsible experience in a school, employment, counseling or educational guidance environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and make presentations.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.