



REGIONAL EDUCATIONAL SERVICE AGENCY

499 Range Road, PO Box 1500  
Marysville, MI 48040  
(810) 364-8990 | (810) 364-7474 Fax  
[www.sccresa.org](http://www.sccresa.org)

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### **Work-Based Learning Consultant / Career Pathway Advisor**

260 day position

Non-union, at-will, service personnel position

#### **POSITION SUMMARY**

This individual will be actively involved in all facets of supporting at-risk St. Clair County students at designated schools through the process of identifying their talents, skills and interests and developing a post-secondary plan accordingly. In addition, the person will support students with job shadowing, mentoring, and work-based experiences. Critical to the success of this role is collaboration with both educators and employers.

#### **REQUIRED QUALIFICATIONS**

- Bachelor's Degree
- Self-managed, with proven ability to set and achieve targeted goals
- Demonstrated ability in the following areas:
  - Creative and skillful collaboration with school staff, agencies, and students
  - Strong organizational and analytical skills
  - Understanding of issues and barriers which contribute to at-risk identification
  - Effective communication with co-workers and public

#### **ESSENTIAL JOB RESPONSIBILITIES:**

1. Work with county-wide administrative team to coordinate work-based learning services for students
2. Build relationships with identified students through one-on-one and small group interaction
3. Collaborate with school staff to identify students eligible for work-based education and match students with sites
4. Work one-on-one with students to develop post-secondary plans
5. Contribute to forming partnerships to support St. Clair County students
6. Develop work-based education sites with employers and establish work-based education agreements among students, employers, and parents
7. Monitor student progress, career path focus, and adherence to work-based agreement through regular site visitations
8. Monitor employer's adherence to work-based agreement and risk management through regular site visitations
9. Regularly promote the work-based education program with students, parents, educators, agencies, and employers through a planned communication process.
10. Provide job placement services for qualified students.
11. Utilize the support services of counseling staff on a timely basis.
12. Create and use quantifiable data to track success factors of this program including:
  - a. High school seniors will exit with a post-secondary plan that links their talents, skills, and interest with a viable career [90% within two years; 100% within three years]
  - b. Students will complete Countywide Career Development Standards tracked within Career Cruising© [90% within two years; 100% within three years]
  - c. High school dropout rate will be reduced [50% within 4 years]

- d. Aspiration data from EXPLORE and PLAN will indicate shifts in student self-perceived career paths

***THIS LIST OF ESSENTIAL JOB RESPONSIBILITIES NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY.***

**CONDITIONS OF EMPLOYMENT:**

**Employment Date:** Pending School Board approval and satisfactory completion of the pre-employment physical, drug screen and background checks.

**Employment Type:** Non-union, at-will position

**Compensation:** \$40,000 – \$60,000 per year

**Fringes:** Service Personnel benefit package; Full family health, dental, and vision

**PROCEDURE:** Send letter of interest, resume and on-line application by July 9, 2014.

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[www.sccresa.org](http://www.sccresa.org)

**Posted:** June 11, 2014

The Board of Education of the St. Clair County Regional Educational Service Agency complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and Michigan State Department of Education.

It is the policy of the RESA Board of Education that no person on the basis of race, color, religion, sex, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap or legally protected, classification shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible, or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background check with law enforcement agencies.

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