



Job Description

Title: Career Services Coordinator
Division: Upper School
Location: Making Waves Academy Richmond
Reports to: Director of College and Career Counseling
Status: Full-time, Exempt (Year-Round)

Position Summary

Under the supervision of the Director of College and Career Counseling, the **Career Services Coordinator** maintains Academy-wide responsibility for developing a comprehensive career readiness program. Special attention will be devoted to developing career technical education pathways – initially in the fields of healthcare and computer science – according to the features of the California Linked Learning Certification. The Career Services Coordinator cultivates and maintains effective partnerships with employers in the community to provide centrally-coordinated work-based learning experiences, and manages student placement. The individual in this role will also lead Academy-wide programs for students to explore the full spectrum of career options.

Responsibilities:

Postsecondary Skills Development

- Under the supervision of the Director of College and Career Counseling, lead a multi-year initiative to establish career technical education pathways – initially in the fields of healthcare and computer science – according to the features of the California Linked Learning Certification.
- Assist students in developing their career readiness portfolio, consisting of a resume, cover letter, and interviewing skills competencies.

Enrichment Opportunities

- Cultivate and maintain effective partnerships with employers in the community to provide centrally-coordinated work-based learning opportunities for students, including workplace tours, informational interviews, job shadows, mentorship enterprises, internships, apprenticeships, clinical experience, on-the-job training, and employment.

Postsecondary Pathways Awareness and Exposure

- Lead Academy-wide efforts for students to explore the full spectrum of career options through individual and group counseling sessions, field trips, roundtable discussions with representatives, curriculum for Advisory period, Career Day, and other programming.

Professional Development

- Observe classroom instruction and provide feedback and assistance to career technical education teachers to facilitate instructional improvement and innovation.
- Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.

Individual Self-Assessment, Goal Setting, and Guidance

- Serve as a career advisor in the College and Career Center.
- Administer, interpret, and debrief career assessments.

Family Outreach

- Engage with families to increase education on career readiness.

Additional Responsibilities and Expectations

Mission Alignment

- Demonstrate knowledge of, and support, Making Waves Academy's mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook.
- Participate in the school community – attending school competitions, performances, assemblies, and extracurricular activities.

Other

- Support Academy-wide strategic initiatives and special projects to increase students' holistic postsecondary success.
- Participate in local, state, and regional meetings, and professional associations as appropriate.
- Manage assigned budgets and track expenditures.
- Perform additional duties as assigned.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

Physical Demands

While performing the duties of this job, the employee may be required to lift files, open filing cabinets and bend or stand on a stool as necessary, and sit for long periods of time.

Travel

Some travel required for MWA related events, such as workshops or conferences.

Qualifications

Experience

- Three (3) years of experience in an educational environment instructing or advising students in career technical education, or experience in a business setting performing placement, employment training, or related function
- Demonstrated commitment to MWA's mission and core values
- Experience developing college and career resources, comprehensive guidance resources, and curriculum
- Experience in managing and organizing multiple complex projects in a team based environment
- Experience working with students and families from historically underserved communities

Skills

- Highly developed skills in counseling or coaching, including strong interpersonal and public Highly effective and professional communication skills with staff, students and families
- Ability to adapt and align on school-related initiatives
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse MWA community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work collaboratively and independently
- Ability to work effectively in fast-paced environments with limited supervision
- Demonstrate an understanding of technology and literacy learning platforms (Microsoft Office Suite, PowerSchool, Canvas, Blackboard, Google Drive and Calendar, if applicable)
- Professional orientation – appearance, communication, organization, and attitude

Education

- Bachelor's Degree in Education, Business Administration, or related field.

Preferred

- Spanish language proficiency preferred but not required