

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Whittier, California

BP 11171 (N)

CAREER TECHNICAL EDUCATION (CTE) COUNSELOR MONTHLY SALARY SCHEDULE

Adopted: 06-15-21 (Revised 09-11-25)

Classified - 10 month assignment, 40 hours per week

Effective July 1, 2024

Step 1	\$ 8,322
Step 2	\$ 8,571
Step 3	\$ 8,829
Step 4	\$ 9,094
Step 5	\$ 9,367
Step 6	\$ 9,647

Vacation Allowance

Personnel on this schedule will be entitled to 10 working days' vacation annually.

Monthly Allowance

Personnel on this schedule shall receive a monthly allowance of two hundred twenty dollars (\$220.00) for the use of his/her automobile and other related expenses.

Cell Phone

Personnel on this schedule are to receive a Tri-Cities ROP issued cellular phone for ROP business use, with no additional cell phone allowance.

Salary Placement

1. New employees shall normally be placed on the first step of the appropriate range. However, when exceptional experience, education, ability, special knowledge or recruitment difficulties warrant, new employees may be placed on a higher range by the Superintendent.
2. After initial placement, advancement on the schedule shall be one step each year based upon a satisfactory performance evaluation by the Supervisor. No step will be granted should the employee's performance and evaluation not be acceptable.
3. Step increases shall be effective on the first day of each fiscal year.

BASIC FUNCTION

Under the direction of an assigned supervisor, plan, organize, and implement work-based learning programs for high school students; provide direct service at each high school in the implementation of work-based learning activities and events. Plan, organize, and coordinate student pathways in career education from high schools to community college and from non-credit education to credit programs. Provide specialized information, assistance and support to the assigned Districts who receive K-12 SWP Grants within the Rio Hondo service area.

Work closely with TCROP and districts in support of college and career readiness program aimed at increasing student pathway completion and access to post-secondary education and employment opportunities. Develop, plan, and implement school counseling and guidance program that includes college and career counseling transition services, and training and staff development of teachers and staff.

REPRESENTATIVE DUTIES FOR ROP CTE COUNSELOR

1. Effectively plan, implement, and oversee strategies to enhance students' college and career readiness, industry exposure and opportunities, and career pathway success.

PRIMARY FUNCTION

Support grant-funded districts. Develop work-based learning sites and assist in recruiting students for work-based learning.

REPRESENTATIVE DUTIES FOR ROP WORK-BASED LEARNING

1. Identify new sources of career/work related opportunities for program participants.
2. Act as the primary contact for employers and staff with project issues or concerns.
3. Maintain track of student internship opportunities to report to funding sources.
4. Work with teachers to plan, develop, and implement work-based outreach activities with employers and programs.
5. Assist ROP teachers to prepare students for Work-Based Learning activities and address work-related situations with business partners at internship sites.
6. Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, job interview panels, teacher externships, guest speaking, and other career/work related activities.
7. Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special population for academic enrichment and school-to career opportunities.
8. Assist employers with program development: act as a resource to schools interested in providing employer outreach services to students.
9. Assist with CTE recruiting activities and events.
10. Attend workshop, conferences and meetings with business and educational leaders to provide information on programs available.
11. Maintain an employer/labor database to provide reports on program participants.

12. Development of work-based learning documentation (i.e., cooperative agreement, training agreement, student, business partner, and TCROP contracts.)

REPRESENTATIVE DUTIES FOR CTE COUNSEOR

1. Monitor progress of students for pathway completion and make appropriate interventions to improve completion percentages.
2. Collaborate with ROP leadership, teachers, and Student Services Team on Comprehensive Student Service Plan and College and Career Readiness curriculum.
3. Evaluate and interpret results of interest surveys, needs assessment, and vocational aptitude tests, and make necessary recommendations.
4. Assist administration and data specialist with data projects.
5. Participate in parent orientations for specialized programs and pathways.
6. Distribute relevant college and career guidance information to staff.
7. Work with the Counseling teams at partner junior high schools to create career exploration opportunities in the junior high setting.
8. Evaluate college and career readiness data and provide recommendations regarding improvements and/or additions that enhance efficiency and effectiveness of college and career readiness efforts.
9. Assist with providing support for career readiness partners, advisory councils, local business, post-secondary, apprenticeship councils, students, teachers, and parents.
10. Communicate regularly with district counseling staff and prepare and deliver monthly updates.
11. Participate in community and school programs when appropriate.
12. Provide workshops and one-on-one meetings with 12th grade ROP students centered around college and career plans.
13. Assist students in college planning, career readiness, and transition services.
14. Use social media, classroom presentations, guest speaker events, information nights and other strategies to increase awareness of career and CTE pathways to support the needs of students and parents of various cultural and linguistic backgrounds.
15. Develop and implement plan to notify parents of ROP pathways, articulation, and dual enrollment opportunities.
16. Provide leadership in current college admissions practices by staying up-to-date on all CTE programs, articulation, and dual enrollment opportunities.
17. Perform related duties consistent with the scope and intent of the position.

KNOWLEDGE AND ABILITIES

- Prepare and maintain a variety of accurate records and files.
- Meet schedules and timelines.
- Plan and organize work.
- Develop and maintain effective liaison relationship with participating school districts and employers.
- Analyze situations accurately and adopt an effective plan of action.
- Interpersonal skills using tact, patience, and courtesy.
- Strong interpersonal skills and ability to work well with others.
- Knowledge of computer applications and technology skills.
- Excellent oral and written communication skills including presentation skills.
- Work independently with minimal supervision.

- Effectively work with people, involve them in the decision-making process, build consensus and promote teamwork.

EDUCATION AND EXPERIENCE

Education

- ✓ Master's Degree in Counseling and Student Development

Experience

- ✓ Experience working with Career Technical Education or Regional Occupational Programs
- ✓ Experience working in a high school setting

Desirable Qualifications

- ✓ Ability to speak and write in Spanish

LICENSES

Valid California Driver's License

PHYSICAL DEMANDS

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials and perform duties
- Standing and sitting for extended periods of time
- Frequent driving to schools, meetings, conferences
- Available evenings and Saturdays as needed

ENVIRONMENT

- ❖ Office Indoor work environment
- ❖ Drive own vehicle to conduct work