

Kalamazoo Regional Educational Services Agency

Career Development Consultant (104 - CC Discover)

JOB POSTING

Job Details

Title **Career Development Consultant**
Posting ID **104 - CC Discover**
Description **Division: Career Connect**

Position Type:

12-Month
M-F 7:30-4:30
(Salary: \$53,181.36 - \$81,223.20)

Summary

Through Kalamazoo RESA's core values of Collaboration, Innovation, Integrity, Trustworthiness, and Respect, the Career Development Consultant will strive to engage K-12 students in career awareness and exploration experiences. This position will share responsibilities for the coordination of the comprehensive K-12 career development framework throughout the nine public Kalamazoo County school districts and with other community partners. The Career Development Consultant will support K-12 career development countywide by providing transformative experiences, resources, and systems needed to promote self and option awareness that learners need for lifelong career development. The Career Development Consultant will be in tune with the various clusters of high-demand, high-wage occupations and what education, training, and skills it will take to acquire those positions in the marketplace.

Essential Duties and Responsibilities:

- Take an active role in the development and implementation of student experiences, resources, and planning tools with other Career Awareness and Exploration (CAE) team members
- As part of the CAE team, develop and implement the Career Connect Discovery Lab
- Facilitate the Discovery Lab experience for students, educators, and families
- Create and provide professional learning opportunities for K-12 administrators, teachers, career coaches, and counselors on career development theory aligned with Career & Technical Education (CTE) programs
- Ensure that an equity focus is a vital part of career development implementation and able to lead discussions about removal of barriers to participation by underrepresented populations
- Engage in local district Career Champion trainings and partnerships
- Establish and maintain connections with Out-of-School time providers
- Collaborate with Career Connect colleagues to ensure impact metrics are met
- Recommend improvements and/or additions that enhance the efficiency and effectiveness of the district's career awareness and exploration education efforts
- Help promote and maintain the CAE website, social media, and other communication tools
- Collaborate with school counselors in the fulfillment the Michigan Department of Education Career Development Model, and Educational Development Plans/Talent Portfolios for students
- Promote career conversations between students and their families
- Work with educators in each district to offer various CAE events
- Assist in the application for funding resources and grants to support career development
- Create and implement customized CAE activities that integrate into classroom content
- Maintain Salesforce and data dashboard updates
- Promote a culture of career awareness and exploration within each district
- Provide and expand support for career partnerships with local businesses, post-secondary partners, community-based organizations, out-of-school time providers, city, and county municipalities
- Create business and community partnerships by building relationships with the Community Engagement team and local employers to create CAE experiences for K-12

students

- Have an understanding around 21st Century Skills and create resources to teach those skills
- Expand and improve the effectiveness and use of career related software throughout the county
- Exemplify strong social-emotional learning personal skills and ability to transfer this knowledge to a variety of other stakeholders
- Ensure services are conducted in adherence to KRESA's core values and anti-bullying, anti-bias, and anti-racism principles

Certificates, Licenses, Registrations:

Career Development Facilitator, Global Career Development Facilitator (GCDF) or Certified Career Services Provider (CCSP) preferred

Minimum Skills and Education Required:

- Bachelor's degree or equivalent from a four-year college or technical school.

Preferred Skills and Education:

- Master's degree preferred.
- 2+ years' experience with students, youth, and/or career development.
- Previous workplace experience combined with experience interacting with students in an educational setting.
- Ability and openness to lead and learn from an Anti-Bias, Anti-Racist lens
- Demonstrate experience working with diverse student populations
- Ability to communicate effectively including listening, public speaking, and written correspondence
- Experience in developing presentations, workshops, and/or professional development for community members, educators, and students
- Mindfulness of the importance of providing regular status updates and essential information to supervisor
- Works in a collaborative, team-oriented fashion
- Ability to efficiently use computer and application software
- Ability to problem solve using innovative creative approaches
- Ability to read, analyze and interpret data, write reports, grants, correspondence, and procedures
- Effectively present information in front of groups and engage with audience
- Maintains confidentiality, respect, and trust
- Displays willingness to support and make decisions with sound judgment in timely manner
- Develops strategies to achieve program goals
- Completes hours of work as necessary to reach goals
- Adapts to frequent changes in the work environment
- Practices safe work habits
- Uses equipment and materials properly
- Ability to focus in a shared workspace
- Personal transportation is needed to travel to various locations

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with arms and hands, stand, walk, and sit. The employee might occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

Office and Discovery Lab environment with some exposure to noise.

Apply online at www.kresa.org/jobs

**Kalamazoo RESA is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals.**

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

Shift Type

Regular

Salary Range

Per Year

Location

CTD_SOUTH STREET

Applications Accepted

Start Date

02/26/2024

End Date

03/11/2024