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Career Exploration Teacher -- Kingsley

Summary

The Career Exploration and Workforce Readiness Teacher will plan, implement, and manage programs for specific MRS students at specific schools.

Essential Job Duties

- Work with MRS and local teachers, administrators, and students to assess workforce needs and develop a system of support for disadvantaged high school students through high-quality career exploration opportunities.
- Provide programming specific to 5 Pre-Employment Transition Service categories:
 1. Job Exploration and Counseling
 2. Work-Based Learning Experiences
 3. Counseling on Post-Secondary Educational Programs
 4. Workplace Readiness Training
 5. Self-Advocacy Training/Peer Mentoring
- Coordinate and offer classroom sessions associated with fields of interest, highlighting the transition from school to career based on the above
- Include guest speakers, field trips, and workshops
- Cultivate existing, and create new industry and community partnerships to support and sustain initiatives
- Work with students to create future career and education plans

Other Responsibilities

- Work collaboratively with the SEEDS MRS Project Manager
- Communicate with, and solicit assistance from other SEEDS team members to complete responsibilities, as needed
- All other duties as assigned

Position Information

- Programming scheduled January – June 2019
- Programming to take place as 90 minute after school sessions, every two weeks, 12 sessions total.
- Programming to include at least 3 field trips to locations relevant to program materials.



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Qualifications

- Bachelor's Degree preferred
- Minimum of 1 year experience working with youth
- Previous supervisory experience preferred
- Must be able to pass all required background checks
- TB test required
- Must be First Aid/CPR certified
- Must meet all LARA qualifications as stated in the **Licensing Rules for Child Care Centers** booklet

Required Skills

- Ability to connect well with high school aged youth
- Self-motivated/Independent worker
- Detail-oriented
- Organized
- Ability to manage and keep track of multiple deadlines
- Strong and clear communication via phone, email and in-person meetings
- Familiarity with Google products (gmail, drive, calendar, etc) and Microsoft office products
- Ability to maintain DHHS/LARA program requirements and keep up with changes
- Strong general writing skills