

Fresno Regional Workforce Investment Board

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OPERATIONAL DIRECTIVE

FRWIB OD # O4-08, Revision B

Date Released: August 26, 2011

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 26, 2011

Subject: Academic and Career Advisor Job Description

Applicable Program: All WIA Youth

Revision B significantly updates the Academic and Career Advisor Job Description.

Providers of services are to implement this Operational Directive (OD) immediately.

The job description begins on page 2.

If you have any questions, please contact the FRWIB Youth Program Manager.



ACADEMIC AND CAREER ADVISOR JOB DESCRIPTION

CLASSIFICATION: *[Provider of Service to insert appropriate language here]*

GENERAL DESCRIPTION:

The Academic and Career Advisor (ACA) is the critical link between the Fresno County All Youth One System (AYOS), secondary schools in Fresno County, vocational training, college programs, local employers and the at-risk/basic skills deficient youth it serves. Utilizing leadership, advocacy and collaboration, the ACA implements an intensive youth program that addresses academic, career, and personal development. ACA's are accountable for meeting program performance goals and objectives and maintaining case file management on all the youth they serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These are best understood by breaking down the two main functions of an ACA; **Academic Advisor** and **Career Advisor** as described below:

1. **Academic Advisor:** Responsible for developing and managing an academic roadmap for each AYOS youth.
 - a. Accountable for developing an Individual Academic Plan (IAP) for each youth.
 - b. Works with youth on a regular basis for tutoring, academic planning and the development of dropout prevention strategies as needed.
 - c. Accountable for implementing the AYOS High School Co-Location Model for high school youth
 - i. Develop a strong collaboration, with local high school faculty and counselors in order to have a seamless process of serving youth and sharing records.
 - ii. Assist youth clients in on-site math and reading tutorials in order to improve academic standing, pass the CAHSEE, and obtain their high school diploma and/or GED
 - iii. Provide post secondary preparation resources to assist youth regarding college majors, admission requirements, entrance exams, financial aid, trade, vocational or technical schools and apprenticeship programs based on their IAP and career direction.
 - d. Responsible for working with out-of-school youth to develop an academic plan that focuses on the youth returning to high school or entering an alternative educational program and/or postsecondary training as appropriate.
 - e. Monitor the youth's progress towards their stated academic goals and make adjustments as needed to facilitate the best possible outcome for each individual youth.
2. **Career Advisor:** Responsible for developing and managing a career and employment roadmap for each AYOS youth.
 - a. Accountable for developing an Individual Career Plan (ICP) for each youth
 - i. Accomplished by continuously evaluating and interpreting career assessment results, youth abilities, interests, and personality characteristics to develop realistic career goals.
 - b. Responsible for ensuring that each AYOS youth is trained in basic career readiness skills
 - i. Accomplished through the job readiness workshop, the local LMI demand occupation list, career ladders, personal profile reports, and continuous in depth conversations with each youth.

- c. Works with youth to determine the best fit for training and/or employment opportunities
- d. Ensure that each AYOS youth meets all job readiness criteria and obtains the Central California Work Readiness Certificate (CCWRC).
- e. Monitor the youth's progress towards their stated career and training goals and initiate positive reinforcement or corrective measures as needed to ensure all youth meet program objectives.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty as required. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 1. Working knowledge of applicable Fresno County secondary schools and alternative educational programs.
- 2. Working knowledge of the skills and pre-requisites needed for all local post secondary opportunities: vocational training programs, community, state and U.C. College systems.
- 3. Ability to develop and foster excellent working relationships with youth.
- 4. Makes logical and judicious decisions and provides workable solutions to problems; weighs alternative decisions and reduces outcome risks.
- 5. Relates well to a wide range of people and views, both inside and outside the organization; builds constructive and effective relationships; uses diplomacy and tact; uses appropriate channels to communicate as needed.
- 6. Must meet goals and be results oriented; ability to meet time commitments and follow through to task/job completion; strong work ethic and capacity for responsibility.
- 7. Working knowledge of WIA funding statutes, regulations, policies and procedures as prescribed by Federal, State, and local policies and directives and as they relate to the duties and responsibilities of the position.
- 8. Minimum of 1 year youth or vocational program experience and 4-year degree in counseling, education, youth services, social services or closely related field. Or, in lieu of education, 5 years experience in youth or vocational programs.

PHYSICAL DEMANDS:

- 1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2. *[Provider of Service to insert other appropriate language from their personnel manual]*

WORK ENVIRONMENT:

- 1. *[Provider of Service to insert other appropriate language from their personnel manual]*