



We are pleased to announce that we are seeking qualified applicants for the position of
**CAREER & TECHNICAL EDUCATION (CTE) + SCIENCE, TECHNOLOGY,
 ENGINEERING & MATH (STEM) CAREER NAVIGATION SPECIALIST**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 CTE + STEM Career Navigation Specialist
 40 hrs/week, M-F, 193 days per year

LOCATION: High Desert Regional Education Center, Redmond

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, 2022-23 Licensed Salary Schedule (based on experience and education). Benefits include family insurance package, sick leave, paid holidays, generous tuition reimbursement, PERS contributions.

QUALIFICATIONS: Definition
 The CTE/STEM Career Navigation Specialist is responsible for assisting regional PK-12 in implementing and supporting career navigation systems, innovative STEM initiatives, and CCL and WBL activities and opportunities. This position will provide a bridge between counselors, career center/school-to-career/future center coordinators, CTE, and core academic teachers. The CTE/STEM Career Development Navigation Specialist will work directly with the CTE and STEM team at HDES D as well as partner with the ODE/HECC CCL Systems Navigators to support initiatives to integrate CCL in all aspects of CTE and STEM education.

Qualifications
 The CTE/STEM Career Navigation Specialist must be a TSPC licensed teacher or community college instructor with a preferred minimum two years teaching experience in Career and Technical Education or related area or project management. The CTE/STEM Career Navigation Specialist must have working knowledge of general education practice, pertinent laws, understanding of underserved populations and state and federal policies. He/she must have successfully worked with teams and be able to manage equipment and supplies. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
 Brook Rich, 541.693.5670 or brook.rich@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 9/13/2022

 DIRECTOR OF HUMAN RESOURCES
 Posting #L22-23/512

CTE/STEM Career Navigation Specialist

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Classification: Licensed

Reports to: Director of CTE and STEM

Performance Responsibilities:

1. Assist regional schools and out-of-school providers PK-12 to integrate CCL and WBL opportunities.
2. Promote Career and Technical Education (CTE) and Science, Technology, Engineering and Math (STEM).
3. Have a working understanding of CTE and STEM and how these programs work cohesively.
4. Develop, facilitate/lead, and/or support region-wide/community-wide CCL opportunities such as the Central Oregon Skilled Trades Fair, Natural Resources Field Day, Health Careers Day, etc.
5. Support and/or facilitate implementation and professional development specifically tied to YouScience, Career Tree, and/or other career navigation tools.
6. Provide external and internal technical assistance and in-service training and work on special assignments as assigned.
7. Support several grants including Career Connected Learning, Computer Science and Digital Literacy through providing PD as needed across the tri-county region.
8. Coordinate with YouthCareer Connect internship coordinators with relevant partnerships and opportunities.
9. Provide support of Educator Externships.
10. Perform a variety of other duties related to CTE and STEM.
11. Communicate appropriately and regularly via phone and email
12. Respect and maintain confidential information in all situations
13. Fulfill related duties as assigned

*This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.

Terms of Employment: A contract renewable annually by the Board of Directors, under the terms and conditions of the statutes and administrative rules of the state of Oregon, conditioned upon successful evaluations and the employee's maintenance of a current, valid teaching credential. Salary and benefits are established by policy and bargaining agreement.