



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
West Valley Occupational Center
6200 Winnetka Avenue
Woodland Hills, CA 91367

Position Offered: Career Technical Education (CTE) Pathway Advisor – [West Valley OC](#)

Salary: The salary will be based on the current negotiated Teacher Hourly Rate schedule.

Job Description: The CTE Pathways Advisor provides guidance and support to CTE instructors and students at Division schools. The position entails direct student contact to ensure proper program placement, program completion, opportunities for higher learning and employment. The advisor reports to the Principal (or designee) and works with site personnel to ensure compliance with AEBG LARAEC performance objectives which secure essential federal and state funding.

Duties:

- Assists CTE students with Individualized Student Plan and sets educational goals
- Conducts CTE program orientations for students to review prerequisites and documentation
- Communicates with school counseling staff and WIOA navigators to ensure placement of students in appropriate career pathways
- Secures proper processing of documentation submitted by navigators
- Assists administration with implementation, reviewing and monitoring of Consortium strategies, pilots, and programs
- Works with administrators, teachers, students, parents, and the community to increase awareness of adult education programs
- Attends meetings and maintains partnerships with various community, public, and private organizations
- Assists administration in implementing Consortium CTE pathway plans, self-assessment and work plan
- Establishes and maintains the pathway Industry Advisory Board and conducts employer outreach by networking amongst the local and regional employers
- Assists teachers in creating and disseminating marketing materials for their CTE programs to feeder schools and community
- Conducts research and recommends available industry recognized certifications and licenses for students to obtain as part of their pathway completion process
- Conducts professional development for CTE teachers regarding current labor market data, non-traditional careers, post-secondary training, and employment options for students
- Collects and analyzes data pertaining to program completions, certifications, internships, training, college enrollment and employment
- Provides program completion, certification, employment and college enrollment data to CTE Temporary Advisor
- Other related duties as assigned

