

Texas Job Order Bulletin Board Print Document

Job Order: **15623954**

Print Date: **10/20/2022 9:42:10 AM**

Job Title: **Education Outreach Specialist (Eagle Pass)**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description: **JOB TITLE: Education Outreach Specialist**

JOB SITE: Eagle Pass Independent School District

SERVICE AREA: Will serve the other 13 school districts in the Middle Rio Grande Region.

DURATION: Full-time Temporary assignment for up to 2 years.

IMMEDIATE SUPERVISOR: Executive Director of Workforce Board

Business hours of operation: Monday to Friday, 8am to 5pm.

GENERAL DESCRIPTION:

Under general supervision, provide career guidance and information to assigned public middle school and high school students, grades 8-12, especially regarding High Growth High Demand Occupations. Expose, Educate, and Engage students in career development and career decision-making. Promote opportunities such as dual credit, Industry Based Certifications, internships, and post-secondary enrollment which enhance a student ' s career pathway. This is a very responsible position with independent decision-making authority for the Workforce Career and Education Outreach Program. This position must collaborate with the Workfoce Solutions Middle Rio Grande Board and Central Texas P20 Regional Council to successfully execute the Program.

EXAMPLES OF WORK PERFORMED

- **Work in the assigned school district(s), who have agreed to partner in the program, to provide career information, career awareness, and career resources to students in grades 6-12, their parents/guardians, and district staff.**
- **Serve as a primary resource to the assigned school district(s) for labor market information, to include High Growth High Demand Occupations at the county, region, and state levels.**
- **Serve as a primary resource to the assigned school district(s) for available career-related tools and resources.**
- **Engage assigned school district(s) in opportunities to establish partnerships and connect with industry and post-secondary training providers, especially those leading**

into High Growth High Demand Occupation areas.

- Establish strong working relationships with employers and invite them to connect to the classroom through classroom presentations, or encourage them to offer industry tours, job shadowing opportunities, internship/apprenticeship opportunities, etc. at their place of business.
- Support activities such as state-wide initiatives, local job fairs, and special events, and serve on the planning committee for large regional youth career event (WOW Youth Expo).
- Coordinate with Student HireAbility Navigator in providing career services to students with disabilities.
- Travel is required within the region and limited overnight travel may be required to attend regional, state, or national conferences, workshops, meetings, or training.
- Other responsibilities, may be assigned.
- Present to 8-12 grade students in the classroom on topics such as career development, career awareness, soft skills, high growth high demand occupations, and education and training opportunities.
- Meet individually with students in grades 6-12 and/or their parents to discuss career plans.
- Host a “ Parent Night ” for parents/guardians of students in grades 6-12 to learn about career and training opportunities available to students.
- Engage and train district staff members on using career tools and resources.
- Connect District staff to Community and/or Technical College Advisory Committee

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in education or program development work. Should have a degree from an accredited four-year college or university. Degree in education or closely related field strongly preferred. Prefer at least two years of experience in education, youth training or workforce development programs. Experience and education may be a substitute for one another.

Knowledge, Skills, and Abilities

Ability to work independently and cooperatively; must have excellent organizational, customer service skills. Ability to establish and maintain effective working relationships with secondary and post-secondary education and training providers, local employers and youth. Should be knowledgeable of classroom management strategies and demonstrate the ability to develop interactive classroom presentations. Must be a skilled and effective oral and written communicator with demonstrated ability to work with diverse populations, especially youth. Should be proficient in a variety of computer software applications and research (Windows, Microsoft Office Suite Programs, etc.). Strongly prefer an individual with direct experience working with youth in a leadership role.

Registration, Certification, or Licensure

Valid Texas motor vehicle operator's license.

Position is open until filled!!!!

EO Employer!!

Minimum Age: **NA**

Hiring Requirements: **Background Checks**

Education Level: **Bachelor's Degree**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **45000.00 Year**

Maximum Salary: **45000.00 Year**

Pay Comments: **DOE (Depends on Experience)**

Benefits:

Job Application Methods Accepted: **Via Email, At the Nearest One-Stop**

Employer requests only Veterans apply: **No**

Application Comments: **Please go by the Workforce Solutions Middle Rio Grande office to get registered in WorkInTexas.com. Once you have registered in WorkInTexas you will need to obtain MRG Workforce Board employment application, complete and mail to the attention of Maximiliano Pereda, Personnel Officer, C/O Middle Rio Grande Development Council, P.O. Box 1199, Carrizo Springs, Texas 78834.**

OR

Completed MRGWFB application can be sent via email to Maximiliano Pereda, Personnel Officer at maximiliano.pereda@mrgdc.org for his review and consideration; successful candidates will be contacted to schedule interview. Please note that "Original application and transcripts" must be received by Personnel Office prior to interview.

MRGDC is an equal opportunity employer and auxiliary aids and services may be made available upon request to individuals with disabilities. For more information, you may contact our TDD Voice line (830) 876-1260 or (830) 876-3533.

Employer Information:

**Eagle Pass Independent School District -- WFSMRG Workforce Board
Undisclosed**

Eagle Pass, TX 78852

Contact: **Maximiliano Pereda**

Phone: **(830) 876-1228 ext**