



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Career Connected Learning Navigator (Career Systems Navigator)

Work type: Systems support

Location: Tillamook, OR

Categories: Student Services, Advising, Career Coaching

Department: Instruction & Student Services

Appointment Type and Duration: This is a Grant Funded position

Salary: \$46,574.73 - \$66,404.42

Compensation Band: Grade 17

Initial Placement: Initial placement \$46,574.73 – \$55,516.66, based on qualifications, experience, and internal equity.

FTE: 1.0

FLSA: Exempt

Term of Employment

Annual: 1.0 FTE position; July 1 - June 30. Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Organizational Relationship

Reports to the Dean of Student Success and Academic Partnerships

This position is Grant Funded

Position Open Until Filled

First Consideration September 30, 2022

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,060 students per year.

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. The Finance and Grant Accountant is expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

Organizational Relationship

Reports to the Dean of Student Success & Academic Partnerships

General Statement

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve in our district with k-12 area partners. The CCL Systems Navigator will engage with our community and systems who support, educate and mentor students of all ages with the Career Connected Learning Framework, with a focus on middle school through to community college.

The CCL Systems Navigator position requires a flexible work schedule that may include frequent regional travel, some overnight, and some evening and weekend work.

Term of Employment Position Open Until Filled

Annual: 1.0 FTE position; July 1 - June 30. Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

The CCL Systems Navigators will be responsible for a set of Core Elements as central to their work. These will include, but are not limited to the following:

- I. Building relationships and connections for K-12 schools within each community college district that maintain, develop, and/or enhance Career Connected Learning & Work-based Learning opportunities
- II. Coordinating and collaborating with CTE (Career & Technical Education) Regional Coordinators, STEM Hubs, Workforce Development Board & Local Workforce Investment Boards, Local/Regional Business and Industry, Colleges, School Districts & Educational School District's
- III. Support the improvement of connections, coordination and alignment between the colleges and the high schools through marketing, recruitment, onboarding, advising, and professional learning
- IV. Help to identify and remove barriers to aid student transition into CTE college programs and/or careers
- V. Active participation in all CCL Network meetings, professional development, data collection requirements, and program evaluation
- VI. Research and make available for others through CCL Resource Hub the best current knowledge of successful projects and experiences in the region
- VII. Recommend best and promising practices of systems of support, programmatic structures & standards, and data & tracking systems to local education agencies and other education and community partners
- VIII. Contributing to the CCL Resource Hub by:
 - Promoting best and promising practices of CCL
 - Contributing to monthly Spotlights on Success and CCL Newsletter
 - Contributing tools and resources as discovered in their region for statewide access; i.e.
 - Lesson plans, units, series
 - Scope/sequence, rubrics
 - Templates, one-pagers, infographics

Knowledge, Skills, Abilities

- Proven experience working with diverse communities and/or students
- Proven ability to coordinate programs and facilitate small, medium and large network gatherings
- Proven ability to engage and communicate with community partners and other collaborators, including community based organizations and members of business and industry
- Experienced at building relationships and partnerships for the purpose of strategic planning and implementation of programs
- Experienced at evaluating, building, and sustaining systems that support student success
- Experience at and demonstrates focus and support of Career and College Readiness, Career Connected Learning, and Work-based Learning efforts to support transitions across grade-levels and into postsecondary opportunities

- High degree of cultural competence
- Consistently treats customers, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity
- Ability to carry-out complex tasks and build new programs with limited guidance
- Navigating complex systems
- Cultivating relationships with cross-sector, education, and community stakeholders
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- New program development preferably in an educational setting

Qualifications

Minimum Qualifications:

- Associate's degree or High School diploma and 7 years' experience in a related field
- Minimum of 2 years direct experience related to the position
- Project management experience
- Coordinating high levels of independent/autonomous work
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Preferred Qualifications:

- Bachelor's degree in related field
- Prior work in K-12/Community College systems, community and economic development preferred
- Bi-lingual/Bi-cultural

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to hr@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application, go to:

[Human Resources - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://tillamookbaycc.edu/human-resources)

(Choose the staff application packet).

Position Open until filled

First review of applications: September 12. Position will remain open until filled.

Compensation and Position Availability

This is a 1.0 FTE Grant funded position. Salary is \$46,574 - \$66,404.42 depending on experience. Placement will generally not exceed the mid-point, based on qualifications, experience, and internal equity. Benefits are in accordance with Board Policy. Full employer paid PERS. Fiscal Year starts July 1.

Equal Opportunity Employer

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021