



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

ACADEMIC & CAREER PATHWAYS ADVISOR

BRIDGE TO COLLEGE & CAREER

DEFINITION:

Under the minimal supervision, the Academic & Career Pathways Advisor provides direct academic, career, and postsecondary advising to middle and high school students. The position assists students in identifying individual strengths, interests, aptitudes, and career goals and connecting those attributes to appropriate academic programs, Career Technical Education (CTE) pathways, postsecondary education, trade and technical training, industry-recognized credentials, work-based learning, apprenticeships, and employment opportunities. This position works collaboratively with students, families, school counselors, teachers, administrators, postsecondary institutions, workforce partners, and employers to help students develop and implement individualized education-to-career plans and successfully transition between middle school, high school, postsecondary education/training, and the workforce.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

STUDENT ACADEMIC & CAREER ADVISING

- Provide individual and small-group academic and career advising to middle and high school students.
- Help students identify interests, aptitudes, skills, and strengths and connect them to potential career pathways.
- Administer, interpret, and apply career interest, aptitude, and readiness assessments to support academic and career decision-making.
- Assist students in developing individualized academic and career pathway plans aligned with their goals and postsecondary aspirations.
- Explain how academic course selection, CTE pathway participation, postsecondary training, and industry credentials relate to future employment opportunities.
- Advise students on CTE pathway options available within their school, district, region, and postsecondary institutions.
- Support students in selecting high school courses and experiences that align with identified career and postsecondary goals.
- Provide information about college, community college, trade and technical programs, apprenticeships, military service, and direct-to-workforce opportunities.
- Assist students with postsecondary transition activities, including exploration, applications, enrollment processes, and related requirements.
- Provide additional advising and transition support to students experiencing barriers to postsecondary education, training, or employment.

CTE & CAREER PATHWAY DEVELOPMENT

- Provide current information on regional CTE pathways, industry sectors, and related career opportunities.
- Help students understand CTE pathway sequences, concentrator/completer requirements, dual enrollment options, certifications, and related postsecondary programs.
- Connect students' interests and assessment results with appropriate CTE pathways and educational opportunities.
- Support student exploration of priority industry sectors, occupations, and associated education, training, skills, credentials, wages, and employment outlook.
- Collaborate with CTE teachers, counselors, administrators, and postsecondary partners to strengthen pathway awareness and transitions.



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- Support pathway recruitment, student engagement, persistence, and completion.
- Assist students in identifying opportunities to continue CTE pathway education through community colleges, universities, apprenticeships, trade schools, and industry training.

WORK-BASED LEARNING & WORKFORCE READINESS

- Prepare students for participation in work-based learning experiences.
- Assist students in identifying appropriate career exploration, job-shadowing, workplace tours, internships, pre-apprenticeships, apprenticeships, and related opportunities.
- Provide instruction and advising on employability and durable skills, including communication, teamwork, professionalism, problem solving, adaptability, and workplace expectations.
- Assist students with resumes, interview preparation, professional communication, and employment-readiness materials.
- Connect classroom and CTE learning with workplace applications and regional employment opportunities.
- Collaborate with Bridge to College & Career staff to identify employer-based opportunities for students.
- Support students before, during, and after work-based learning experiences to help them reflect on and apply what they have learned.
- Promote awareness of registered apprenticeship, pre-apprenticeship, and earn-and-learn opportunities.

POSTSECONDARY TRANSITION ADVISING

- Educate students and families about postsecondary options, including universities, community colleges, trade and technical schools, certificate programs, apprenticeships, military service, and direct-to-workforce pathways.
- Assist students in comparing postsecondary programs based on career goals, program requirements, cost, completion time, credentials, and employment outcomes.
- Provide information on dual enrollment and other opportunities for earning postsecondary credit while in high school.
- Assist students in understanding admission, enrollment, placement, and transition requirements for selected postsecondary programs.
- Coordinate with school counselors and postsecondary partners to support successful student transitions.
- Promote informed postsecondary decision-making that considers both educational and career outcomes.

CAREER EXPLORATION & STUDENT LEARNING

- Facilitate career exploration lessons, workshops, and hands-on learning activities.
- Utilize career exploration curriculum, technology, simulations, assessments, and hands-on activities to increase student awareness of career opportunities.
- Support implementation of career exploration activities such as CTE Mobile Labs, classroom workshops, career camps, career fairs, and other experiential learning events.
- Help students connect hands-on career exploration experiences to academic planning and future career decisions.
- Develop or adapt career-readiness and pathway advising materials appropriate for middle and high school students.
- Present information to students, families, educators, and community groups regarding CTE and postsecondary pathways.

SCHOOL & PARTNER COLLABORATION

- Build collaborative relationships with school counselors, teachers, administrators, CTE staff, and other student-support personnel.



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- Coordinate advising services with school personnel to complement existing counseling and student-support programs.
- Communicate student pathway opportunities and identified needs to appropriate school staff.
- Collaborate with community colleges, universities, trade and technical schools, apprenticeship programs, workforce organizations, and industry partners.
- Participate in pathway-related meetings, advisory committees, professional learning, and regional CTE/workforce activities.
- Represent the Bridge to College & Career Department at school, regional, workforce, and community events.

STUDENT PROGRESS & DOCUMENTATION

- Maintain accurate records of student advising, participation, pathway interests, assessments, and services provided.
- Monitor student progress toward academic, career, and postsecondary goals.
- Assist in collecting information needed to evaluate student outcomes and advising effectiveness.
- Use student information, assessment results, and pathway participation data to improve advising practices.
- Maintain confidentiality of student information in accordance with laws, regulations, and Department policies.
- Utilize appropriate technology platforms and databases for advising, career exploration, documentation, and communication.

OTHER RESPONSIBILITIES

- Travel regularly to school sites throughout Tehama County to provide student services.
- Participate in department meetings, professional development, and collaborative planning.
- Assist with Bridge to College & Career student activities and initiatives that support academic, career, and postsecondary readiness.
- Maintain current knowledge of regional CTE pathways, postsecondary programs, workforce trends, and career opportunities.
- Perform other related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described.

- Bachelor's degree in education, career counseling, workforce development, Career Technical Education, counseling, educational leadership, social science, or a related field.
- Two or more years of professional experience providing academic, career, CTE, workforce-development, postsecondary-transition, or student advising services.
- Experience working directly with middle school and/or high school students.
- Experience with Career Technical Education pathways and career exploration is highly desirable.
- Experience utilizing career interest, aptitude, or career-readiness assessments is highly desirable.
- Experience with CTE pathway advising, dual enrollment, work-based learning, apprenticeship or pre-apprenticeship, industry-recognized credentials, workforce development, college and career readiness, trade or technical education, or postsecondary transition advising is desirable.
- Experience working with students from diverse educational, economic, geographic, and cultural backgrounds is desirable.

KNOWLEDGE OF:

- Career Technical Education pathways and career exploration practices.
- Academic and career advising practices for middle and high school students.
- Career interest and aptitude assessment tools and their application to student advising.



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- College, community college, trade school, technical training, apprenticeship, and workforce pathways.
- Work-based learning and career-readiness practices.
- Regional industry sectors, workforce needs, and career opportunities.
- Employability and durable skills necessary for successful transition to postsecondary education, training, and employment.
- Basic postsecondary admissions, enrollment, financial aid, and transition processes.
- Dual enrollment and other opportunities for secondary students to earn postsecondary credit.
- Effective practices for working with adolescents and young adults.
- Technology and digital tools used for career exploration, student advising, communication, documentation, and presentations.
- Effective oral and written communication practices.
- Applicable confidentiality requirements related to student information.

ABILITY TO:

- Establish positive and supportive advising relationships with middle and high school students.
- Help students translate interests, aptitudes, and career goals into actionable academic and career pathway plans.
- Explain complex education, training, and career options in a manner understandable to students and families.
- Work collaboratively with counselors, teachers, administrators, CTE personnel, employers, workforce organizations, and postsecondary partners.
- Facilitate individual, small-group, classroom, and workshop-based career advising activities.
- Utilize career assessment information appropriately when advising students.
- Organize and maintain accurate student records and documentation.
- Manage a schedule involving multiple school sites and student populations.
- Communicate effectively orally and in writing.
- Make effective presentations to students, families, educators, and community partners.
- Exercise sound judgment and maintain appropriate professional boundaries.
- Maintain confidentiality.
- Work independently while functioning effectively as part of a collaborative department team.
- Adapt services to the needs of individual schools and student populations.
- Travel throughout Tehama County on a regular basis.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: Ability to sit or stand for extended periods while advising students, facilitating workshops, or completing documentation.
- Travel: Ability to drive or otherwise travel regularly throughout Tehama County to multiple school sites and partner locations.
- Lifting/Carrying: Ability to lift, carry, and transport instructional materials, career exploration equipment, presentation supplies, and related items typically weighing up to 25 pounds.
- Vision: Ability to read printed materials, student records, career assessment results, and information displayed on computer screens for extended periods.
- Hearing/Speech: Ability to hear and speak clearly to communicate with students, families, educators, employers, and community partners in both individual and group settings.



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- Manual Dexterity: Ability to operate a computer, keyboard, mouse, mobile devices, and other office or instructional equipment; ability to write, type and handle documents.
- Cognitive/Executive Functioning: Ability to manage multiple priorities, organize information, analyze students needs, and make timely decisions in a fast-paced environment.
- Environment: Work is performed in indoor office, classroom, and community settings with moderate noise levels. Occasional outdoor activities may be required for career exploration events or work-based learning experiences.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: September 1, 2026

Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: Noelle DeBortoli