

Call for Applications for Career Education & Workforce Development Continuation High School Career Pathways Counselor

2025-2026 Academic Year

Assignment:

Applications are now open to full-time and part-time faculty counselors for the Continuation High School Career Pathways Counselor position. This opportunity is open to a counselor who will provide up to 150 hours at a stipend rate of \$76/hour for the 2025–2026 academic year (October 2025 – June 30, 2026).

Submission Deadline:

Applications must be received by September 30, 2025.

Description and Scope of Work:

The Continuation High School Counselor will provide college and career readiness counseling for students enrolled in Marin County continuation high schools and, as needed, support the development of K-14 career education guided pathways. This role is aimed at fostering student success and improving post-secondary outcomes for high school continuation graduates. The selected counselor will provide direct student counseling, workshops, and case management in an effort to increase the percentage of continuation high school graduates who (1) graduate with some college experience and (2) pursue and persist in college and/or career education.

The Continuation High School Career Pathways Counselor will support students at the following continuation high schools:

<u>School</u>	<u>District</u>	<u>23-24 Enrollment (Census Day)</u>
Madrone High School	San Rafael City High School District	120
Marin Oaks High School	Novato Unified School District	88
San Andreas High School	Tamalpais Union High School District	59

The Continuation High School Career Pathways Counselor will:

- Meet and coordinate with Alternative/Continuation Education site administrators and school staff to identify students in need of support; Develop support opportunities.
- Provide college and career education workshops and career counseling; Work one-on-one with students to develop educational plans for higher education.
- Counsel students on ways to meet graduation requirements.
- Provide information on Career Education programs; Offer dual enrollment and concurrent enrollment support.
- Support on-boarding students to COM, assisting with the matriculation process.
- Review career pathways that lead to living wages.
- Meet with the Counseling Dept Chair and Career Education Program Coordinator quarterly or as needed to communicate activities, goals and progress.

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Deliverables

- Contribute to the development of pathway maps in collaboration with members of the Marin County K-14 CTE Collaborative, including MCOE and COM colleagues.
- Complete a summative report documenting work activities, findings and numbers of students served, submitted to Kathleen Antokhin, Career Education Workforce Projects Program Coordinator (kantokhin@marin.edu). Due dates: February 6, 2026 for Fall semester and June 5, 2026 for Spring semester.
 - Work activities will include sites served and services provided;
 - Findings will include a review of areas of student interest (current/potential career pathways, coursework, training, career exploration);
 - Number of students served will include a count of students contacted disaggregated by site and activity.

Eligibility Requirements:

To be considered for the available position applicants must:

- Be a full- or part-time counseling faculty with a current assignment.
- Have received a satisfactory evaluation in their most recent evaluation cycle (CBA section 8.14.4.1)
- Have sufficient experience and/or training to serve in the role
- Have availability to take on additional units for the term of the assignment

Application Process:

Please send a letter of application to [Kathleen Antokhin](#), Program Coordinator for Workforce Projects and/or [Tanya Paredes](#), Administrative Assistant, that addresses the following:

- Discusses your interest and motivation for taking on this role, in 500 words or fewer
- Details your qualifications for the position and how they relate to the job duties and eligibility requirements outlined above
- Confirms that your most recent evaluation was satisfactory, and notes the semester date of your most recent evaluation
- Provides your current assignments and schedule for this semester and the semester/time period when the assignment will take place (to the extent known)
- If necessary, provides a clear plan of how you would request to change your assignment without negatively impacting your department/program and/or any other assignments in your schedule (See Below Under Assignment Adjustments for More Detail)

Eligible unit members may propose splitting the position between two or more unit members if they apply together and provide a clear outline of how the duties and compensation are to be distributed. Each co-applicant must complete the application process outlined above.

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For more Information:

- Regarding assignment adjustment and scheduling availability requirements please contact your direct supervisor.
- Regarding the Continuation High School Career Pathways Counselor position, please contact Kathleen Antokhin, Program Coordinator for Workforce Projects and/or Gina Cullen, Counseling Dept. Chair

Administrative and Budget Details:

- Budget FOAP: 12450-23401-14000-639000
- Budget Manager: Budget Manager: Alina Varona, Dean of Career Education & Workforce Development, arvarona@marin.edu
- Administrative Assistant: Tanya Paredes, tparedes@marin.edu
- Project Supervisor: Kathleen Antokhin, kantokhin@marin.edu

Assignment Adjustments:

Faculty applying for this role must demonstrate their ability to take on additional units as per Section 8.5 of the Collective Bargaining Agreement (CBA). Requests to change your assignment must be discussed with your chair and supervisor **prior** to submitting your application.

Please note that approval of assignment changes is at the District's discretion. If the District does not approve of the proposed change in assignment, the application will be denied.

Terms of Acceptance:

By accepting this role the applicant(s) agree(s) to the following:

1. Project Deliverables
 - Continue to meet all eligibility criteria
 - Perform the responsibilities associated with the position
2. Deadline Compliance
 - Deliver/produce the final product or outcome as described
 - Meet the deadline by which the final product or outcome is to be delivered
3. Non-Completion and Repayment Policy
 - If the faculty member fails to produce the final outcome or product at the time specified or an agreed-upon extension (granted by the Assistant Superintendent/Vice President of Student Learning and Success) they must repay to the District all monies received. They will also be ineligible for any overload, reassigned time, or stipend until successful completion of repayment.