

CAREER EDUCATION SPECIALIST

JD LOCATOR: 3.09.3

Adopted: 9/98
Revised: 9/03, 11/05, 3/10

REPORTS TO:	Director of Career and Technical Education
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certified staff.

JOB SUMMARY

As a member of the Guidance Department staff, the career education specialist is to provide a placement program which maximizes students' ability to find and secure employment and/or post-secondary education enrollment in their WCC field of training.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

Performance Area I: The Placement Process

1. Display competent knowledge of placement activities.
2. Use placement time effectively.
3. Demonstrate the ability to communicate effectively with students.
4. Implement the placement program effectively.

Performance Area II: Placement Program Management

1. Organize a systematic, developmental placement program.
2. Develop a structure for implementing the placement program.

Performance Area III: Interpersonal Relationships

1. Demonstrate positive interpersonal relations with students.
2. Demonstrate positive interpersonal relations with educational staff.
3. Demonstrate positive interpersonal relations with parents/patrons.

Performance Area IV: Professional Responsibilities

1. Participate in professional growth activities.
2. Follow the policies and procedures of the school district.
3. Assume responsibilities outside the placement center as they relate to the school.
4. Demonstrate a sense of professional responsibility.
5. Manage the placement program.
 - a. Maintain an on-going public relations delivery system to promote the benefits of the program.
 - b. Conduct an annual formal evaluation of the objectives, activities, and outcomes of the program.
 - c. Review all materials and policies to ensure that they are free from sex bias, stereotyping, and discrimination.
6. Help with recruitment, orientation, and selection procedures for sending schools.

- a. Help develop recruitment and orientation materials.
- b. Help implement strategies for recruiting targeted populations.
- c. Assist in securing financial aid for eligible students.
7. Assist all students in reaching their career and employment goals.
 - a. Disseminate job opening information including job requirements to students.
 - b. Provide opportunities for student contact with employers.
 - c. Assist students with placement into continuing education.
 - d. Assist students with placement into the military.
8. Provide all students with job-seeking and job-retention skills.
 - a. Locate potential employers.
 - b. Teach effective interviewing skills, preparation of applications, resumes, and letters of inquiry.
 - c. Help students assess the potential of job opportunities, understand the importance of positive attitude and behavior and effective interpersonal skills, see the need for lifelong learning for career advancements, and be aware of legal rights and responsibilities of employers and employees.
9. Obtain and secure program certification and/or accreditation with a professional organization which meets DESE guidelines.
10. Acquire and maintain professional certification in area of instruction.

Performance Area V: Special Job Assignments for Position

1. Job development in surrounding communities.
2. Articulation with post-secondary institutions.
3. Develop job placement and college placement reference library.
4. Help with marketing and recruitment.
5. Coordinate the 180-day follow-up report.
6. Coordinate and implement internship program.
7. Work with end-of-year award activities.
8. Facilitate the WCC scholarship activities.

SUPERVISORY RESPONSIBILITIES

Assist with supervision of students.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. A bachelor's degree or comparable work experience in business field.
2. Ability to meet with potential employers, higher education admissions personnel, and military recruiters.
3. Ability to develop a strong placement office that will provide job-search skills development and help match the student with potential employers and/or post-secondary opportunities.
4. Ability to convey placement training to secondary and adult students.
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in and around a student learning environment. Employee experiences a multitude of demands and changing priorities, constant interruptions, and inflexible deadlines. The noise level in this environment is quiet to loud.

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Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

_____	_____	_____	_____
Employee's Signature	Date	Supervisor's Signature	Date