

**TITLE:** Career Specialist

**QUALIFICATIONS:**

1. Bachelor's degree.
2. Certification in accordance with Florida Statute.
3. Minimum two years of full-time successful occupational experience.
4. Experienced with industry-standard computer applications.
5. Demonstrated skill in oral and written communication.
6. Demonstrated ability to work with diverse groups.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To serve as an integral part of the school's overall Student Development Program by planning and implementing a comprehensive career development program that integrates the academic world with the world of work.

**ESSENTIAL FUNCTIONS:**

- \* 1. Designs and implements the career development component of the comprehensive counseling and guidance program.
- \* 2. Assists student development through individual and group contact: self-awareness, career awareness, educational awareness, decision-making techniques, etc.
- \* 3. Provides employability skills training and assists in job placement.
- \* 4. Assists students and parents in developing the student's Career and Educational Plan.
- \* 5. Coordinates career-related activities such as field trips, speakers, workshops, shadowing and internship experiences.
- \* 6. Uses the student's individual Career and Educational Plan to facilitate the transition to employment, colleges, technical centers, military and dropout prevention programs.
- \* 7. Serves as the liaison/registrar between high school and local High Tech Centers: testing, advisement and placement of students into appropriate vocational and technical programs.
- \* 8. Maintains and updates a career resource center.
- \* 9. Disseminates career and educational training information to students, parents and staff.
- \* 10. Uses the results of career surveys and state and national tests (e.g., TABE, PSAT, ASVAB, ACT, SAT, FCAT, etc.) to assist students in monitoring their educational progress and in making appropriate career choices.

- \* 11. Serves as a liaison between school and community by maintaining labor statistics, current data on employers, business/industrial contacts, vocational/technical schools, colleges, continuing education programs, and civic and governmental agencies.
- 13. Ensures adherence to good safety procedures.

\* Core Measures

**OTHER RESPONSIBILITIES:**

1. An employee with District-issued temporary certification must complete a District career education training program in order to obtain District-issued professional certification.
2. Perform related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**PHYSICAL REQUIREMENTS:**

Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of instructional personnel.

Adopted: 12-20-74 (Occupational Placement Specialist)

Revised: 02-04-03