Career Development Coordinator

Exempt

General Definition of Work
Works collaboratively with administrators, student services personnel, teachers, parents, the business industry, post-secondary institutions, military, community organizations, and other stakeholders to ensure the delivery of career development services for students.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary
State Salary Schedule

Reports to
Assistant Superintendent of Curriculum and Instruction

Essential Functions
- Disseminates information regarding career technical education and career opportunities.
- Provides career guidance and information for students seeking a future other than college as well as post-secondary education information.
- Provides orientation of incoming high school students concerning Career Technical Education offerings.
- Remains up to date on changing job-entry skill requirements and changing technologies in business and industry.
- Informs local business and industry of career technical education programs in the schools and seeks information regarding job requirements.
- Meets with representatives of post-secondary schools and the military services to discuss their programs and requirements and arranges meetings with students.
- Coordinates with business and industry on job references of former CTE students.
- Assists with the collection of VEIS data-current enrollment and follow-up data of graduates.
- Assists teachers with the use of VoCATS-blueprints, item banks, curriculum guides.
- Coordinates with the Exceptional Children staff in providing services for special population students enrolled in CTE courses.
- Assists with the administration of CTE standardized tests.
- Coordinates with the school counselors in the three areas of school counseling: academic development, career development, personal/social development.
- Attends state and regional in-service meetings as provided.
- Attends monthly meetings with the CTE Director.
- Participate in Individualized Education Plan Meetings.
- Coordinates with ESL staff in providing services for ESL students in CTE classes.
- Assists with workplace learning opportunities for CTE and STEM students: securing learning sites; supervising placement of students; doing on-site observations/visits.
- Provide business and industry career information and resources for school-based personnel.
- Assists the CTE Director in developing the local Performance Management Plan.
- Assist school advisors of Career Technical Student Organizations.
Career Development Coordinator

- Coordinates with School-to-Work Coordinator in providing county-wide career exploration opportunities for middle and high school students.

Knowledge, Skills and Abilities
- Ability to operate a variety of equipment including computers, copiers, SmartBoard, and data projectors.
- Ability to listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants.
- Ability to respond appropriately to inquiries or complaints.
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data.
- Ability to interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions.
- Ability to effectively express ideas orally and in writing.
- Ability to listen and communicate effectively in order to gather, convey or exchange information including giving instructions, assignments or directions to subordinates or assistants.

Education and Experience
- Bachelor’s degree in a Career Technical Education program area or a master’s degree in school or career counseling.
- One year as a coordinator of work-based learning in a Career Technical Education program area.
- One year of documented work experience related to business, industry, or labor in the last five years.

Physical Requirements
- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
- Must hold or have the ability to attain a current valid Career Development Coordinator License.
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Disclaimer
The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.