

## SCHOOL DISTRICT OF BAKER COUNTY

### CAREER SPECIALIST

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Florida Educator's Teacher Certificate.
- (3) Satisfactory criminal background check and drug screening.
- (4) Minimum of 3 years of successful teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current educational research. Basic understanding and knowledge of use of current technology in the field. Knowledge of varied learning styles and skill in using varied methods to assist students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of and skill in career counseling. Knowledge of student referral procedures for special assistance. Knowledge of graduation requirements, college admission requirements, scholarship opportunities for students, requirements for Florida Academic Scholars and Gold Seal Programs. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student ability and achievement effectively, administer a variety of standardized tests, analyze and explain test results and prescribe actions for improvement. Ability to work effectively with students, peers, administrators, community agencies, parents and others.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide a comprehensive career education program that assists all students in acquiring the skills and knowledge to maximize highest student achievement in a safe learning environment.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Provides a coordinating effort in implementing and maintaining a career development program.
- \*(2) Establishes, maintains, and updates career materials and information for students.
- \*(3) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
- \*(4) Assists with registration of students and develops class schedules.

##### Classroom Management

- \*(5) Implement, coordinate, and monitor school-wide activities.
- \*(6) Maintain student records according to established guidelines.
- \*(7) Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.
- \*(8) Organize and create an environment for an effective career counseling education program.

## CAREER SPECIALIST (Continued)

### Assessment/Evaluation

- \*(9) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- \*(10) Administer tests, interpret scores, and communicate results.
- \*(11) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- \*(12) Exercise confidentiality in the sharing of test results.
- \*(13) Assess attainment of program objectives, including using feedback from students, parents, and staff.

### Intervention/Direct Services

- \*(14) Counsels individual and/or small groups of students with academic, career and personal concerns.
- \*(15) Assists students in developing a plan for achieving educational, career and personal/social goals.
- \*(16) Guides individuals/groups of students through the development of educational plans, career awareness and personal/social growth issues.
- \*(17) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- \*(18) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \*(19) Provide crisis intervention services, including follow-up services as appropriate.
- \*(20) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- \*(21) Provide interventions for at-risk students and those with special learning and behavioral needs.
- \*(22) Provide students with programs for career awareness and development of work/study skills.
- \*(23) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of postsecondary opportunities, criteria for scholarships, and financial aid information.
- \*(24) Monitor the implementation of Individual Education Plans (IEPs).

### Technology

- \*(25) Use technology resources effectively.
- \*(26) Use appropriate technology for career services.
- \*(27) Use technology to establish an atmosphere of active learning.
- \*(28) Provide students with opportunities to use technology to gather and share information.
- \*(29) Facilitate student access to the use of electronic resources.
- \*(30) Explore and evaluate new technologies and their educational impact.
- \*(31) Use technology to review student assessment data.
- \*(32) Use technology for administrative tasks.

### Collaboration

- \*(33) Maintains rapport with the business community in order to keep abreast of their activities and needs.
- \*(34) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- \*(35) Work effectively with parents.
- \*(36) Participate in the Child Study Team to help meet needs of identified students.
- \*(37) Serve as an advocate for students.
- \*(38) Develop a communications link and rapport with outside services and make appropriate referrals for psychological, social work, health, or community services.
- \*(39) Consults with a variety of school based teams to facilitate appropriate placement decisions to enhance student achievement, which includes but is not limited to IEP meetings and Child Study Team meetings.

## CAREER SPECIALIST (Continued)

- \* (40) Confers with classroom teachers, administration, support staff, community agencies and parents regarding students and their needs.
- \* (41) Coordinates with school and community agencies to broaden students' resources.

### Staff Development

- \* (42) Provide information and/or inservice to teachers, administrators, and other school staff.
- \* (43) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- \* (44) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- \* (45) Manage within an organizational context a personal professional development program by setting specific goals and time tables.
- \* (46) Participate in district sponsored staff development programs.
- \* (47) Participate in school data collection of constructional input on principal's assessment program.

### Professional Responsibilities

- \* (48) Maintain professional and ethical standards as outlined by the Code of Ethics and Principles of Conduct of the Education Profession in Florida.
- \* (49) Keep updated on student/school legal issues and follow established procedures.
- \* (50) Perform and fulfill professional responsibilities.
- \* (51) Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory committee, text book selection, curriculum development, student activities, and accreditation.
- \* (52) Share experience and new learnings by mentoring new colleagues.
- \* (53) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (54) Assists in conducting follow-up studies including senior exit interviews and dropout surveys.
- \* (55) Provides professional leadership to establish a culture conducive to learning for students.
- \* (56) Adheres to ethical and legal professional standards.
- \* (57) Takes reasonable precautions to protect students, equipment, materials, and facilities.
- \* (58) Performs other related duties as required.

### Student Growth and Achievement

- \* (59) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from teacher made tests, state and local criterion and norm referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, student discipline records, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- \* (60) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \* (61) Identifies and disaggregates critical data to develop strategies to positively impact students.
- \* (62) Coordinates standardized testing programs within the school.

These duties and responsibilities are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

\*Essential Performance Responsibilities

## **CAREER SPECIALIST** (Continued)

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

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### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.