

Qualifications:

Master's Degree

Supervises: Support Personnel

Nature of Work

The primary purpose of this position is to provide and coordinate career development services to students in local school and school systems. The employee's role is to support Career and Technical Education (CTE) and to coordinate career development services for students participating in CTE. The employee works collaboratively with administrators, student services, personnel, and teachers to ensure the delivery of career development services. The employee facilitates linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to post secondary education and employment. Responsibilities incorporate the North Carolina Standard Course of Study, National Career Development Guidelines, the National Model of School Counseling Programs and Future-Ready Students for the 21st Century.

Knowledge, Skills and Abilities:

- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to assure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

Essential Job Functions:

- Coordinate career development services.
- Promote career awareness, exploration, and planning.
- Provide career development, occupational, labor market, non-traditional career, and post secondary information.
- Assists students with selection of appropriate academic and CTE courses.
- Coordinate career planning activities in classrooms, groups, or individual sessions.

- Provide and coordinate administration and interpretation of career assessments.
- Provide information on postsecondary education programs and employment opportunities.
- Assist students with postsecondary education and employment opportunities.
- Facilitate work-based learning opportunities.
- Provide and coordinate activities for students to develop employability skills.
- Promote the integration of career research and work-based learning opportunities into CTE and academic courses.
- Promote the use of technology for career planning and research.
- Facilitate business, education, and community partnerships that provide opportunities for students and support CTE.
- Serve as a liaison with the business, industry, education, military community.
- Publicize partnership resources.
- Participate in professional development activities at the local, regional, state, and national levels.
- Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____