

**Greenwood School District 50
Position Description**

POSITION TITLE: Career Development Facilitator

REPORTS TO: Principal

JOB GOAL: To ensure the coordination, accountability, and delivery of career awareness, development, and exploration to students.

1. Coordinate and present professional development workshops in career development and guidance for teachers, school counselors, and work-based constituents.
2. Assist schools in promoting the goals of quality career development of students in kindergarten through twelfth grade.
3. Assist school counselors and students in identifying and accessing career information and resource material.
4. Provide educators, parents, and students with information on career and technology education programs offered in the district.
5. Support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study.
6. Learn and become familiar with ways to improve and promote career development opportunities within the district.
7. Attend continuing education programs on the certified career development facilitator curriculum sponsored by the State.
8. Assist with the selection, administration, and evaluation of career interest inventories.
9. Assist with the implementation of the district's student career plan or individual graduation plan.
10. Assist schools in planning and developing parent information on career development.
11. Coordinate with school counselors and administration career events, career classes, and career programming.
12. Coordinate community resources and citizens representing diverse occupations in career development activities for parents and students.
13. Assist with the usage of computer assisted career guidance systems.

PERFORMANCE RESPONSIBILITIES:

SUPERVISORY RESPONSIBILITIES:

Supervises students and other activities as directed by the building principal.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE:

Provisional status letter for CDF Certification, CDF Certification, Certification as a Secondary Guidance Counselor or significant progress toward certification, and three years work experience.

Master's Degree preferred. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, gathers data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff, students, parents and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

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 sit and talk or hear. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The employee frequently communicates through speech.

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.

The noise level in the work environment is quiet. The employee is continuously interacting with the students, parents and staff.

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. The individual currently holding this position performs additional duties and additional duties may be assigned.