

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CTE AND ADULT EDUCATION CAREER SPECIALIST

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) At least three (3) years' experience in either Adult Ed OR CTE
- (3) Meet district requirements to drive a school board vehicle.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of both Adult Education and Career & Technical Education. Able to work with and assist students through the Financial Aid process, resume writing, soft skills, job placement, and transition into the workplace. Possess strong interpersonal skills working with students, adults, volunteers, and workforce partners.

REPORTS TO:

Cost Center Head or designee

JOB GOAL

Assist Adult Education & CTE students by offering access to a wide variety of resources on scholarships, financial aid, and part-time and full-time employment opportunities. Monitor and track Completion, Placement, and Licensure of STC students. The goal is to align student training opportunities to students' interests and secure gainful employment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Train students to apply for grants and scholarships.
- *(2) Prepare files for the Scholarship Committee.
- *(3) Monitor and track Completion, Placement, and Licensure of CTE students.
- *(4) Use Excel for creating and updating worksheets used for student records.
- *(5) Attend workshops and/or conferences about Career Counseling as assigned.
- *(6) Coordinate/facilitate training and information sessions between teachers, workforce partners and students
- *(7) Facilitate transition for Adult Education students into Post-Secondary CTE options.
- *(8) Assist students with:
 - Planning/action timeline
 - Career exploration/assessments
 - CTE Program/College application process
 - Resume writing
 - Financial aid application
 - Scholarship Opportunities
 - Interview tips/practice

CTE AND ADULT EDUCATION CAREER SPECIALIST (Continued)

- Aptitude/Interest Inventory
 - Employer Information Sessions
 - Job Opportunities/placement
 - Leadership Opportunity
 - Internship Opportunities
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
 - * (10) Provide for a safe and secure workplace.
 - * (11) Model and maintain high ethical standards and confidentiality.
 - * (12) Follow attendance, punctuality, and proper dress rules.
 - * (13) Maintain confidentiality regarding school matters.
 - * (14) Communicate effectively with staff, students, and parents.
 - * (15) Keep supervisor informed of potential problems or unusual events.
 - * (16) Respond to inquiries and concerns promptly.
 - * (17) Prepare all required reports and maintain all appropriate records.
 - * (18) Follow all School Board policies, rules and regulations.
 - * (19) Exhibit interpersonal skills to work as an effective team member.
 - * (20) Demonstrate support for the School District and its goals and priorities.
 - (21) Perform other incidental tasks consistent with the goals and objectives of this position.

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 object.

TERMS OF EMPLOYMENT:

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

Hours of employment shall be those established by the District and school site

Evening or weekend hours may be required

EVALUATION:

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

Job Description Supplement No. 10

* Essential Performance Responsibilities