

**Hernando County School Board
Florida**

FLSA: Exempt, Union

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| CAREER AND TECHNICAL EDUCATION SPECIALIST |
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Required Qualifications:

- Bachelor's Degree or higher
- Must hold a valid Florida Educator's Certificate in a vocational field or be eligible for a District-Issued Certificate
- Knowledge of career/vocational theories, career education program development, individual and group counseling techniques and community resources and employers

Desired Qualifications:

- Work experience in a number of career cluster fields, and preferably with four (4) or more years outside of education
- Professional training in guidance, vocational and exceptional student education-related fields

Performance Responsibilities:

- Provide individual and group counseling and/or activities to assist all Career and Technical Education (CTE) students (including special populations) in the exploration and career decision-making process.
- Assist in the administration of industry certifications and other career tests, and utilize the results to assist students in making realistic career decisions.
- Link career and technical education curriculum and programs seamlessly from middle school through high school to post secondary levels (articulation agreements and/or dual enrollment).
- Assist in the support of career and technical education instructors with professional development activities including integration of the core curriculum.
- Develop, improve or expand the use of technology in career and technical education for students and instructors.
- Coordinate work based learning experiences for career and technical education students.
- Facilitate evaluations and improvement of career and technical education programs including the development and maintenance of career academies.
- Conduct teacher and guidance counselor conferences to exchange relevant information on career and technical education students.
- Attend school, district, regional and state meetings and in-service programs pertaining to career and technical education.
- Participate in local, state and national professional associations
- Participate annually in the planning and implementation of the Carl D. Perkins Federal Grant for vocational education, and other relevant grants that impact career and technical education programs.
- Coordinate and supervise career development activities and programs

- Assist in transference of relevant student information to appropriate community agencies and businesses
- Provide public relations and information services related to career specialist services
- Serve as liaison between the school and the community
- Provide a means by which the school and business community can effectively interact to meet one another's employment and training needs
- Perform other duties as assigned by the supervising administrator(s) and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Secondary Programs and/or designee

Evaluations:

Annual evaluation done by the Supervisor of Secondary Programs and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

61221

Board Revised: 03/06/01

Revised: 01/20/09, 05/17/11, 09/06/11, 06/10/14