

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

Workforce Development Specialist

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Experience in working with or teaching adults
- Working knowledge of available human and community resources
- Ability to work flexible hours, including some evenings, weekends and early morning meetings
- Ability to use a computer
- Ability to work with others

Performance Responsibilities:

- Recruit adult students to attend Adult Post-Secondary Vocational classes
- Meet with students to design and achieve educational and career goals
- Maintain current student files and database; respond to requests for information and/or analysis
- Advise students on the development of individual learning outcomes based on their skills, goals, responsibilities and experiences
- Review student records and meet with individual students to assess their educational, vocational and life goals
- Collaborate with all staff to identify creative solutions to enhance the student's overall educational experience
- Facilitate communication between programs and the students
- Assess the effectiveness of the programs through surveys, needs assessment and student performance
- Assist with pre and post testing of vocational students and organizing data
- Coordinate and facilitate New Student Orientation
- Connect students to community resources
- Liaison between instructors and Adult Education department
- Coordinate information and activity booths at community functions
- Attend Literacy Coalition Meetings
- Assist in the coordination of Council of Occupational Education accreditation paperwork
- Talk to businesses about our programs
- Perform other duties as assigned by the Supervisor of Adult and Technical Education 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 Adult and Technical Education and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Adult and Technical Education and/or administrative designee

Terms of Employment:

12-month employment - 249 Days

Salary:

- Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B
- Funding source – Workforce Development funds, including tuition and fees from Suncoast Technical Education Center

Job Code:

91010

Board Approved: 05/03/16

Revised: