

Hernando County School Board

FLSA: EXEMPT, UNION

College and Career Specialist

Required Qualifications:

- 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 employees.

Desired Qualifications:

- Bachelor's Degree or higher
- Work Experience in a number of career cluster fields, and preferable with five (5) 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 students (including special populations) in the exploration of the college and career decision making process.
- Work closely with students, parents, counselors, school and district staff to ensure students have clear understanding of District College and Career pathways, aligned course offerings, and support of the PLC process.
- Attend workshops, conferences, etc. to enhance existing skills in standards for college and career pathways aligned course offerings, and completion requirements.
- Coordinate and facilitate relevant workshops/presentations and in-services to teachers, counselors, students, families and community stakeholders.
- Assist with the implementation of college and career readiness curriculum and support the process for selecting/adopting college and career readiness materials and resources.
- Provide implementation of project and staff development activities that meet district needs related to college and career readiness.
- Plan, initiate and provide technical assistance in evaluating activities relation to college and career readiness.
- Exhibit leadership ability in the planning and implementation of new initiatives within the department.
- Participate 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.
- Assist in the administration of industry certifications and other career tests, and utilize the results to assist students in making realistic career decisions.

- Maintain information to share regarding social media and district website with up-to-date information, resources, etc. regarding college and career readiness that is easily accessible to all students and families.
- Link career and technical education curriculum and programs seamlessly from elementary through middle and high schools to post-secondary levels (articulation agreements and/or dual enrollment)
- Remain informed of any changes in laws and policies related to college and career readiness, including current trends and best practices in instruction, leadership, college readiness and career education.
- Work effectively with school leadership teams, workforce groups, college and university personnel, state and local agencies and other appropriate persons.
- Plan, coordinate, conduct and evaluate training and support activities for program participants.
- Develop annual goals and objectives consistent with and in support of department goals and the district strategic plan.
- Promote a culture of service by exhibiting proactive interaction, assistance and support to school and district staff.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.

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 to the Supervisor of College and Career Programs and/or designee

Evaluations:

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

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Instructional

Job Code: 61238

Board Approved: 7/28/20

Revised: 01/20/09, 05/17/11, 8/25/20