

JOB DESCRIPTION  
CAREER EDUCATION SPECIALIST

TITLE

QUALIFICATIONS

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/ Experience	High School Diploma or General Education Development (GED) certificate and one (1) year of related experience working with business professionals and secondary or post secondary schools in an office or instructional setting. Computer skills required with experience in desktop publishing, spreadsheets, and Power Point. Experience developing brochures and other related marketing material.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals and information documents. Ability to effectively present information and respond to questions from groups of business individuals, teachers and counselors, parents, students and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to collect data, and interpret a variety of information furnished in written, oral, diagram, or schedule form.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 usually moderate.

REPORTS TO              Supervisor of Secondary CTE Programs

#### GENERAL RESPONSIBILITIES

1. Assists in the coordination of district Career Academies and Career Pathways responsibilities.
2. Assists with the development and dissemination of Career information.
3. Coordinates Career Day activities for middle and high schools.

#### SPECIFIC RESPONSIBILITIES

1. Works closely with the Supervisor of Secondary CTE Programs to establish appropriate career pathways with local postsecondary institutions and workforce.
2. Develops and maintains career pathway documents in accordance with the state national guidelines.
3. Collaborates with the Supervisor of Secondary CTE Programs on the various programs and updates career information to be disseminated to parents, teachers, and students.
4. Supports the Supervisor of Secondary CTE Programs when meeting with counselors individually or in small groups to provide current career information on career pathways to include the Career Academies and articulation agreements, and current workforce trends.
5. Works with District Translators in the development of career information in both Creole and Spanish to be disseminated to parents and students.
6. Assists the Supervisor of Secondary CTE Programs with providing career information to ESOL parents, students and teachers in the form of presentations, written materials, and teacher in-service.
7. Coordinates the middle school H.A.N.D.S. Career Day by meeting with counselors, setting dates and scheduling business partner presentations.
8. Assists with the coordination of the high school Career Day by contacting participants in planning and assisting at the event.

9. Works with the Supervisor of Secondary CTE Programs to allocate and monitor federal funds to support Academies and other career and technical courses.
10. Works closely with high school teachers and data entry personnel to post and collect current CTE data.
11. Runs and verifies reports to provide appropriate district information in a timely manner.
12. Develops and implements CTE Program marketing strategies for students, teachers and parents.
13. Maintains professional competence through staff development activities provided by the district and state. Maintains self-selected professional growth activities including use of technology for career development.
14. Assists with the coordination and implementation of the Ready to Work initiative.
15. Monitors and verifies CTE data for FTE Surveys and works with schools to correct inaccurate reporting.
16. Assists with the coordination and reporting of Industry Certification and Testing.
17. Assists with programmatic evaluation using student achievement data, Florida Ready to Work data, and CTE participation data.
18. Uses approved Federal Program application standards to monitor the implementation of Perkins activities at the school and district level.
19. Designs, updates, and coordinates new information on the district secondary Career Education web site.
20. Maintains inventory for instructional supplies and equipment that is purchased through grant funding.
21. Maintains district office collection of vocational course curriculum guides and supporting materials.
22. Performs other duties as assigned.