

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**CAREER SPECIALIST**  
**Department of Community, Career, and Technical Education (CCTE)**

Salary Schedule: Instructional 55	Number of Work Days as Contracted – 10 Month Daily Work Hours: 7.5	FLSA Status - Exempt
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**JOB GOAL:** Responsible for planning and implementing a comprehensive career development program within the Student Services realm which is designed to assist students, parents and staff and to serve as the primary liaison between the school’s Career Academy(ies), the business community, and school staff, maintaining an active membership on each academy advisory board

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution
2. Florida Local Career and Technical Educator’s Certificate
3. Minimum of two (2) years of full-time work experience or the equivalent in part-time work experience outside of the education field

**DESIRED QUALIFICATIONS:**

1. Experience in the field of education
2. Professional training/certification, or licensure beyond the Bachelors level

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology in daily work
5. Knowledge of the Florida Department of Education (DOE) identified career cluster fields
6. Knowledge of career and technical theories, career education program development, national and local labor market information, business and community resources, and employers’ needs

**REPORTS TO:** School-based Administration and the Supervisor of CCTE

**SUPERVISES:** Not Applicable

**PERFORMANCE RESPONSIBILITIES:**

**Planning and Development**

1. Plans and develops a school-based career development program which provides direct services to students, staff, parents, and the community

## **Career Specialist**

2. Coordinates and supervises career development activities/programs

### **Service to Students**

1. Develops and maintains a career resource center for students
2. Provides individual and group advisement to assist students in the career and academic exploration and career decision-making process
3. Provides developmentally appropriate career and academic advisement guidance activities for all high school students to include: career decision-making/planning, economic awareness/exploration, employability skills, career mentoring experiences
4. Assists in the administration of career and academic assessments and utilizes the results to assist students in making realistic career decisions
5. Coordinates student use of and activities related to computerized guidance information system(s)
6. Develop and implement an annual plan to provide career and academic activities for all high school students
7. Assist in the communication of Career Pathways information, including current articulation agreements

### **Service to Parents**

1. Participate, as needed, in parent conferences to exchange relevant information on the student
2. Conducts parent informational programs/workshops to assist them in planning their student's future educational and career plans
3. Function as the liaison between the parent and the school's career academy(ies)

### **Service to Teachers**

1. Participate, as needed, in teacher conferences to exchange relevant information on the student
2. Conducts career guidance classroom presentations
3. Coordinates career guidance activities and programs as specified in an annual school plan
4. Promote the school's career academy with all school staff
5. Coordinate with the lead academy teacher to develop and implement all academy activities

### **Service to Community**

1. Assists in the transference of relevant student information to appropriate community agencies
2. Provide public relations services and informational programs related to career specialist services
3. Serves as a liaison between the school and the community
4. Gathers and disseminates current reliable career and employment information relevant to the federal, state, and local level
5. Coordinate with the lead academy teacher in the provision of all career academy advisory committee activities

## **Career Specialist**

### **Professional Development**

1. Attends school and district meetings and inservice programs, including those specific to their school's career academy
2. Participates in professional associations

### **Program Development and Evaluation**

1. Participates in the evaluation process as it relates to the Career Specialist/Student Services, related programs, and School Improvement Plan
2. Assess the efficacy of the career and academic activities specified in an annual school plan
3. Conducts annual follow-up surveys, including the completion of senior post-graduation plans

### **Other Duties and Responsibilities**

1. Provides additional services as required by the principal and district
2. Perform other duties as assigned