

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

CTE CAREER SPECIALIST

QUALIFICATIONS:

1. Bachelor's Degree from accredited educational institution.
2. Certified by the State of Florida.
3. 3 years in related field.
4. Computer proficiency.
5. Experience in business or industry preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate and work well with students, parents, teachers, administrators and community members. Have the ability to work effectively and function as a member of a leadership team and school community. Possess strong written, verbal and technology related skills. Be able to handle multiple tasks, make decisions and follow through task completion.

REPORTS TO:

Coordinator of Career Pathways

JOB GOAL

To provide leadership for the career and technical education program which includes career academies, dual enrollment and community collaboration

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Serve as a liaison between public schools, local colleges, and technical and career academies.
- 2) Direct the implementation strategies to improve the percentage of job placements and positive employer responses.
- 3) Supervise and maintain all reports required for filing with educational agencies including the comprehensive local needs assessment.
- 4) Develop, evaluate and supervise CTE Dual Enrollment courses and pathways.
- 5) Direct certification and proctor training and monitoring and entry of student certifications
- 6) Provide career adjustment to middle grades regarding CTE programs and career dual enrollment options.
- 7) Direct the implementation of "Bring Your 'A' Game" curriculum in grades 6-12.
- 8) Market Career and Technical Education programs and academies.
- 9) Supervise implementation of strategies for attaining the goals of Career and Technical Education programs and academies.
- 10) Process and track purchasing requests for career academies and dual enrollment.
- 11) Supervise, train and maintenance of student work-based learning opportunities.
- 12) Advise students as to how to access career dual enrollment.
- 13) Coordinate student visits to post-secondary institutions to increase interest and expose students to opportunities.
- 14) Assist with identifying and supporting students toward CAPE scholarship requirements.
- 15) Develop paid internship programs for students.
- 16) Develop and build pre-apprenticeship programs that connect to registered apprenticeships to provide additional opportunities for students in small and rural district.

CAREER SPECIALIST (Continued)

- 17) Organize and facilitate professional development activities for counselors and secondary faculty to strengthen student competence toward postsecondary certificate or degree.

PHYSICAL REQUIREMENTS:

Medium Work 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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code

Lane 8 of the Instructional Salary Schedule

DOE Job Code 63101

Board Approved 05/24/2022