

SCHOOL BOARD OF FLAGLER COUNTY

JOB DESCRIPTION

Career Specialist

QUALIFICATIONS:

- (1) Certified by the State of Florida in the appropriate area
- (2) or Military Background
- (3) Background in Business
- (4) Driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

Communicate effectively both verbally and in writing. Be able to use a variety of techniques to effectively train students in employability skills. Develop and maintain accurate records of activities. Ability to establish a rapport and motivate high school students. Ability to work effectively with a team. Ability to schedule, organize and prioritize work assignments to assure timely and cost effective completion. Ability to create a positive environment; and accept ultimate responsibility and accountability in the Jobs for Graduates program.

REPORTS TO:

High School Principal

JOB GOAL

To provide relevant and challenging classroom and work-based learning experiences for the participants of the JAG program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Establish a positive rapport and working relationship with the school district and building administration, faculty and staff.
2. Work closely with the program's in-school advisory committee to identify and select those students that need, want and can profit from participation in the JAG program.
3. Determine eligibility using local, JAG, state/federal regulations which impact the program.
4. Provide guidance, support, referral and tutorial services to ensure students stay in high school and complete graduation requirements.
5. Provide a comprehensive program of classroom, work-based and community-based activities designed to help students achieve thirty-seven (37) JAG competencies in six (6) clusters; Career Development, Job Survival, Basic Skills, Leadership and Self-Development and Personal Skills.
6. Use a student-led organization, called the National Career Association, to motivate students using pride of membership (belonging), involvement and recognition to encourage participation in chapter activities for the purpose of reinforcing the JAG competencies and to achieve the desired program outcomes.
7. Advise and assist chapter leaders on conducting Career Association activities including, Initiation and Installation Ceremony, community-service activities; leadership development

- activities; social development activities; skills development activities; National Competitive Events Program, fundraising and public relations activities.
8. Implement an Employer Marketing and Job Development Plan to ensure all students are provided with work-based learning experiences during and after high school and/or employment in an entry-level job that will lead a graduate toward his/her career goal.
 9. Conduct follow-up contacts with both graduates and employers on a systematic basis as prescribed in the JAG Specialist Handbook.
 10. Complete all required forms and documents required by JAG, school, and funding resources in a timely fashion. Maintain the National Data Management System and export the database to the state organization.
 11. Manage time effectively and prioritize work to meet required time lines.
 12. Coordinate classroom, Career Association and program activities as assigned and assume full accountability for the following performance outcomes: graduation rate, positive outcome rate, aggregate employment rate, full-time jobs rate, and full-time placement rate.
 13. Participate in staff development workshops as provided for graduates/JAG and the school district.
 14. Participate in JAG's National Training Seminar which is held in July of each year.
 15. Involve parents in the program whenever possible.
 16. Perform other incidental tasks consistent with goals and objectives of this position.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 5

Flagler Schools Strategic Framework – Teaching & Learning