

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### CAREER CONNECTION FACILITATOR

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution, with Master degree preferred.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Minimum 3 years teaching experience.
- (4) Minimum 3 years work experience outside field of education.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Business background with experience in business and industry, and/or education in business or vocational education. Experience and skills with personal computers, preparation of reports, and marketing required. Proven ability to effectively communicate at all levels. Ability to network (build relationships) with area businesses, school facilities, students, and parents. Administrative and management experience is desirable.

#### REPORTS TO:

Principal

#### JOB GOAL

To develop, coordinate and manager an effective educational relationship in the area of School to Work between Volusia County Schools, Flagler County Schools, Daytona Beach Community College, the business community and the students of this district.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Expand and maintain linkages between the high school and the middle school, community college, and business and industry to support the Career Connection.
- \* (2) Coordinate career exploration, assessment and planning through the use of Career Connection Career Planning System.
- \* (3) Work with the middle school in the development and delivery of career exploration assessment and planning through the use of a career planner for all eight graders.
- \* (4) Represent the high school and its feeder middle schools on the Career Connection Steering Committee and teacher task forces
- \* (5) Coordinate curriculum enhancement at the high school for the purpose of integration of academic and vocational skills.
- \* (6) Work with school staff to assist maximizing dual enrollment options for all students.
- \* (7) Establish a local communications network at all levels including administrative, counseling, business and industry, academy, and vocational teachers as it relates to the development of the Career Connection at our school.
- \* (8) Plan activities to increase parent awareness about career options for their children.

**Career Connection Facilitator (Continued)**

- \* (9) Assist with the development of a Program of Studies for high school students which would include career clusters or academies.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 10**

**Flagler Schools Strategic Framework – Teaching & Learning**