CAREER COORDINATOR (HS)

POSITION SUMMARY: The Career Coordinator (HS) performs duties related to assisting students in identifying potential pathways for school to work in areas of their interest. Building partnerships with local businesses and creating opportunities for students to engage with these businesses through guest speakers, site visits, and internships is a key responsibility of this position. The Career Coordinator (HS) should have excellent communication skills and an understanding of educational issues.

MINIMUM QUALIFICATIONS

Education, Training, Experience, Licensure and Certification

- Experience Required: Prior job-related experience with increasing responsibility
- Education Required: High school diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; current First Aid/CPR Card

Knowledge of:

- Rules and regulations related to assigned school, basic budgeting, financial and statistical record keeping, standard office equipment
- Customer service principles, protocols, and methods
- Personal computers utilizing standard and specialized software applications

Skill in:

- Proficient in the use of computers and Internet based applications, including but not limited to email, systems applications, word processing, databases, spreadsheets, desktop publishing, etc.)
- Communicating effectively in English, both verbally and in writing (e.g. correct spelling, grammar and punctuation)
- Understanding and carrying out verbal and written instructions
- Functioning as a self-starter, who works well independently or in a team
- Planning, prioritizing and completing assignments with minimum supervision
- Handling multiple projects, tasks, and deadlines simultaneously
- Administering first aid
- Maintain confidentiality pertaining to personal information about employees, students and parents
- Interacting with persons of different age groups and cultural backgrounds

ESSENTIAL JOB FUNCTIONS

- Works with students to identify areas of career interests
- Assists students towards or the creation of a pathway to move from school to work
- Coordinates work experience opportunities for students
- Builds relationships with local businesses and trades and serves as a liaison between school and businesses
- Coordinates Mock Interviews for students
- Coordinate an annual career day event
- Maintains current knowledge of changes in career areas and standards
- Assists in the maintenance of a job resource center for students, including postings of current job orders
- Conducts student outreach for employment and training programs including apprenticeship opportunities

- Maintains website presence for the school highlighting pathways to career areas of interest, assuring that the latest information is always available
- Organizes and attends career related functions
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
- Composes documents for the purpose of communicating information about post-secondary school careers to staff, students, and parents
- Monitors assigned activities and/or program components for the purpose of ensuring compliance with appropriate regulations and laws
- Collects statistical data and compiles data for reports; researches and updates files and databases; locates information for staff and students.
- Evaluates situations to take appropriate action and/or direct the situation to the appropriate personnel for resolution

OTHER JOB FUNCTIONS:

- Cross-trains in a variety of GBSD functions and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Processes documents and materials (i.e. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Supports the relationship between the Gresham-Barlow School District and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors and district staff
- Performs other duties and responsibilities as assigned by supervisor

PHYSICAL REQUIREMENTS:

- Ability to:
    - sit, stand or walk for prolonged periods of time
    - talk and hear conversations in a potentially noisy environment
    - use precise control of fingers and hand movement, often in a repetitive motion such as typing;
    - reach for and handle objects
    - use close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Regularly focus on a computer screen
- Bending, stooping, kneeling and lifting and/or moving up to 40 pounds may also be required on occasion.

WORKPLACE EXPECTATIONS

- Maintaining regular and punctual attendance. In case of an absence, site and/or district protocol for reporting absences is followed.
- Dress in a professional and appropriate manner for the assignment and the work setting
- Maintaining appropriate confidentiality regarding information relating to staff, students and parents
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Participate in required meetings and trainings related to the position
- If employee is bilingual, they may be requested to interpret, translate documents, and/or communicate orally in the second language
- Cultivate and model a respectful working and learning environment

***Applications must be submitted to Frontline Recruiting and Hiring by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is $71.50**

and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).

Employee Name (Print) **Employee Signature** **Date**