

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Flagler Technical College CTE/AGE STUDENT SERVICES SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited college or university; or
- (2) Associate's Degree and experience in social services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes, regulations and policies covering CTE & Adult Education programs. Skills to work with all adult student population. An awareness of the community, industry and other community resources. Interpersonal skills essential to motivate student learning and working. Knowledge of Comprehensive Adult Student Assessment Systems (CASAS) and Test of Adult Basic Education (TABE) results.

REPORTS TO:

Assistant Director AGE/CTE.

JOB GOAL

To assess, screen and place students to enable them to reach their optimum potential for learning. Assist students in navigating life circumstances to ensure their success with educational goals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assess, screen and place new students. Assist with new student registration.
- *(2) Write Adult 504 Plans when appropriate for disabled students.
- *(3) Maintain charts and records on individual student progress. Provide struggling students with resources and options to overcome areas of concern.
- *(4) Maintain attendance logs and contact students with excessive absences.
- *(5) For students transferring to FTC, assign FLDOE codes to all prior CTE courses from the students' transcript to ensure the provision of proper credit.
- *(6) Provide backup to the assessment center when needed.
- *(7) Work with school guidance counselors and Assistant Principal or Facilitator concerning transcripts and transcript evaluations. Present Adult Education students with Career and Technical options for continued learning.
- *(8) Contact and counsel high school drop-out students to discuss potential programs or courses to meet their interests and advance their educational goals.
- *(9) Work with teachers, guidance counselors, administrative staff and community resources to ensure student success.
- *(10) Present workshops to students on job searches, resumes, and related employment topics.
- *(11) Develop positive working relationships as the liaison between FTC, other schools and the business community.
- *(12) Work closely with local community agencies to identify potential adult students for FTC programs.
- *(13) Attend community outreach & recruiting events and follow up on possible student leads. Assist with placement of graduates.
- *(14) Flexible work schedule required.
- *(15) Attend required in-service programs.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

FLAGLER TECHNICAL COLLEGE STUDENT SERVICES SPECIALIST (Continued)

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

Salary Lane: Professional PAFZ

Updated 07/27/2023