

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

OCCUPATIONAL PLACEMENT SPECIALIST

QUALIFICATIONS:

- (1) Certification as an Occupational Placement Specialist; or
- (2) Certification as a Counselor.
- (3) Experience in work outside the field of education

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use computer and software for occupational training and placement. Excellent communication skills (oral and written). Knowledge of program availability for career counseling. Knowledge of test and skill to analysis results relative to career orientation. Skill to utilize and assist students in the sue of computer and other technology. Awareness of current job availability and training essential to perform tasks. Be aware of the job wave of the future and help students prepare themselves.

REPORTS TO:

Principal

JOB GOAL

To develop, implement and maintain procedures which enhance student placement services, to assist in the follow-up program in the secondary schools, and to assist students in the District to reach educational and career goals.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist school graduates and school drop-outs to obtain gainful employment, to enroll for further education, or to engage in a combination of employment and further education.
- * (2) Identify potential school drop-outs and reorient them to continue school.
- * (3) Contact prospective employers to ascertain job opportunities.
- (4) Prepare lists of employers who have previously hired former students.
- (5) Identify potential employers and personnel in post-secondary educational institutions for students and parents to contact.
- (6) Prepare and disseminate lists of specific job openings reported to the school or District.
- (7) List names of students using placement services.
- (8) List names of students desiring placement in specific career areas.
- (9) Assist in preparation and completion of follow-up studies on former students.

OCCUPATIONAL PLACEMENT SPECIALIST(Continued)

- * (10) Maintain contacts with the business community to keep informed of new innovations and job requirements which must be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
- * (11) Communicate with employers, parents and school counselors on individual student progress.
- (12) Teach occupational skills and knowledge needed to provide students with the competence to be an economic asset to the employer.
- * (13) Provide to all potential and enrolled students information in the areas of career planning and selection, vocational-technical program selection, financial aid, further education, and employment opportunities.
- * (14) Provide classroom/small group guidance activities in the area of career exploration.
- * (15) Maintain an up-to-date career information center.
- * (16) Provide opportunities for students to take interest inventories and assist the student in the interpretation of the results.
- (17) Assist in providing orientation to all students new school.
- (18) Provide input into the development of curriculum and policies.
- (19) 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 3