

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**JOB DESCRIPTION**  
**CAREER SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited college or university, and holds or is eligible for a Florida Educator Certificate for the level and subject area required Or Work experience and/or license that qualifies the applicant to receive a district-issued certified
2. Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current educational research, especially in the field of guidance and counseling. Basic understanding and knowledge of use of current technology in the field. Knowledge of varied learning styles and skill in using varied methods to counsel students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of and skill in career counseling. Knowledge of student referral procedures for special assistance. Knowledge of graduation requirements, college admission requirements, scholarship opportunities for students, requirements for Florida Academic Scholars and Gold Seal Programs. Skills in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student ability and achievement, administer a variety of standardized tests, analyze and explain test results and prescribe actions for improvement. Ability to work effectively with students, peers, administrators, community agencies, parents, and others.

**REPORTS TO:**

Principal

**JOB GOAL:**

This is an instructional position with responsibility for providing a comprehensive career education program that assists all students in acquiring the skills and knowledge to maximize highest student achievement in a safe learning environment. Responsibilities may vary depending upon the specific work setting and should correspond to the needs established in the school and by the school district.

**SUPERVISES:**

Office clerk as provided and assigned.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides a coordinating effort in implementing and maintaining a career development program.
2. Establishes, maintains, and updates career materials and information for students.
3. Assists in conducting follow-up studies including senior exit interviews and dropout surveys.
4. Maintains rapport with the business community in order to keep abreast of their activities and needs.

CAREER SPECIALIST (continued)

- 5. Provides professional leadership to establish a culture conducive to learning for students.
- 6. Counsels individual and/or small groups of students with academic, career and personal concerns.
- 7. Assists students in developing a plan for achieving educational, career and personal/social goals.
- 8. Assists with registration of students and develops class schedules.
- 9. Consults with a variety of school-based teams to facilitate appropriate placement decisions to enhance student achievement, which includes but is not limited to IEP meetings and Child Study Team meetings.
- 10. Confers with classroom teachers, administration, support staff, community agencies and parents regarding students and their needs.
- 11. Coordinates with school and community agencies to broaden students' resources.
- 12. Guides individuals/groups of students through the development of educational plans, career awareness and personal/social growth issues.
- 13. Identifies and disaggregates critical data to develop strategies to positively impact students.
- 14. Coordinates standardized testing programs within the school.
- 15. Adheres to ethical and legal professional standards.
- 16. Uses appropriate technology for career services.
- 17. Takes reasonable precautions to protect students, equipment, materials, and facilities.
- 18. Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Lift objects weighing 20 pounds or less, and carry objects weighing 20 pounds or less.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for teachers.

**JOB DESCRIPTION SUPPLEMENT: 1**

**SALARY SCHEDULE:**

Instructional Pay Schedule

BCSB approved: 10/14/19