

52.00

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**OCCUPATIONAL PLACEMENT SPECIALIST / TECH PREP FACILITATOR**

**QUALIFICATIONS:**

- (1) Graduate of accredited college or university.
- (2) Possess a valid Florida teaching certificate and have at least three (3) years of teaching experience.
- (3) May transfer from industry and follow the provisions specified in the Florida statutes for certification in lieu of the above.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated skill in effective written and oral communications. Ability to organize and prioritize. Ability to interact effectively with a variety of groups and personalities. Knowledge of current trends in research. Knowledge of group dynamics. Ability to use effective public relations skills. Ability to analyze data.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist students in making valid occupational and career choices by providing current information on career awareness, exploration and preparation.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist students with review and up-date of career planners.
- \* (2) Coordinate and supervise Tech Prep programs.
- \* (3) Coordinate interest and vocational aptitude testing.
- \* (4) Conduct placement and follow-up surveys on seniors.
- (5) Assist students with vocational orientation programs.
- (6) Assist the Vocational Director with the integration of the vocational and academic programs.
- \* (7) Coordinate the Florida Vocational Gold Seal Endorsement Program.
- \* (8) Maintain the Career Center for students.
- \* (9) Coordinate career days, guest speakers, college representatives, visitors, etc.
- \* (10) Serve as a liaison between the school and community and military recruiters.
- (11) Assist students with financial aid and scholarship information.
- (12) Assist with student scheduling and other related tasks.
  
- \*(13) Use effective, positive interpersonal communication skills.

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**OCCUPATIONAL PLACEMENT SPECIALIST / TECH PREP FACILITATOR (Continued)**

(14) 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 4**