



## CAREER DEVELOPMENT COORDINATOR *Position Description*

**Title:** Career Development Coordinator  
**Location:** Pamlico County Schools  
**Terms of Employment:** 11 months, Full Time  
**Effective Date:**  
**FLSA Status:** Exempt

### Purpose

*The Career Development Coordinator provides and coordinates career development services to students.*

### Qualifications

- Must hold or be eligible to hold a North Carolina Professional License in the area of Career Development Coordinator

### Duties and Responsibilities

- Work collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services
- Facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment
- Promote awareness, exploration, and planning
- Provide career development, occupational, labor market, non-traditional career, and postsecondary information
- Promote integration of career research and work-based learning opportunities
- Performs other duties as assigned by immediate supervisor

### Skills and Abilities

- Ability to meet the needs of all learners
- Knowledge of students' growth, development, and learning
- Understanding the growth and development of students to which he/she is assigned
- Ability to motivate students
- Ability to communicate effectively in written and oral form
- Ability to establish and maintain effective working relationships as necessitates by work assignments
- Ability to adapt to performing under stress when confronted with emergency situations

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*