CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Career Advisor
DEPARTMENT	CTA
LOCATION	TBD
REPORTS TO	Career & Technology Academy Principal/Career & Technical Education Director
ANNUAL WORK SUMMARY	10 months per year, 190 days per year, 7 hours per day.
WAGE/PAY RATE	Scale 23: $ 29.28/hr - $ 37.60/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	The Career Advisor supports the middle and high school career counseling program. Develops and implements programming that provides career and college activities for students in Grades 6-12. Supports high school students in connecting them to employment and apprenticeship programs during and after high school.

EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. Associate degree in human services, business, social science, education or related field required.
2. Bachelor degree preferred.
3. Ability to earn the Global Career Development Facilitator certification within the 1st year of employment
4. Five (5) years of successful full-time work experience
5. Successful supervisory or management experience preferred

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

(These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Knowledge of career development, counseling principles, and group dynamics
2. Knowledge of local training schools and community services/employment opportunities
3. Knowledge of apprenticeship models
4. Ability to accurately compile, analyze and present statistical reports and data

5. Ability to effectively organize work, establish priorities, manage time effectively and complete assigned duties with minimal supervision in a fast-paced environment
6. Ability to use creativity and originality in designing programs, creating partnerships, and developing services
7. Ability to develop and maintain effective working relationships with state officials, community partners, business representatives, co-workers and customers
8. Ability to be flexible, act as a team player, and provide quality internal and external customer service
9. Ability to contribute towards career counseling program resource development.
10. Excellent oral and written communication skills
11. Ability to exercise good judgment in making decisions.
12. Proven ability to carry an assignment to its completion.
13. Possesses a valid driver's license and motor vehicle insurance.
14. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below.
15. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Coordinates and supervises career development activities/programs, including college, technical school and business tours, job embedded field trips, employment and college fairs, and speakers.
2. Encourages the use of, and assist students with, career interest and other assessment instruments
3. Provides professional advisement to students on apprenticeship, career pathways that lead to industry recognized credentials, education, occupational training, and work experience
4. Access, analyze, and synthesize information, interest inventories, career surveys, etc. generated by students using career platforms approved by the school system
5. Collaborates with industry and business partners to foster student experiences for the Career Counseling Program.
6. Collaborate with school counselors to support the student's post-secondary education and career interests.
7. Works in collaboration with Southern Maryland Workforce Development Board (WBD) and College of Southern Maryland (CSM) Community College career and advising staff to create career programs, source employers, and create opportunities for exploration in work and academic options.
8. Facilitates individual, small group and/or full class experiences that allow students to develop a variety of skills (e.g. technology skills, study skills, digital and time management skills needed to succeed in an online course, professional communication and writing skills, etc.).
9. Interacts with students face-to-face in physical space (via classroom instruction, office hours, informal meetings in breakout areas).
10. Demonstrates exceptional interpersonal skills and the ability to advise, mentor, and collaborate face-to-face and virtually with a wide range of learners and stakeholders (students, parents, colleagues, business partners.
11. Collaborate with school staff to identify partnerships with business and community members for work-based learning experiences.
12. Continuously elicit student and parent feedback re: their career experiences; analyze and respond to data and make recommendations to their supervisor.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

Performs related work as required or assigned by Director of CTA or building principal.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

Position requires significant periods of standing and walking and is performed in a typical school environment.

UNUSUAL DEMANDS

May be subject to flexible hours.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools website.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: https://ocrcas.ed.gov/ or call 1-800-421-3481.