



Job Title: Career Development Facilitator

Supervisor: Principal

Terms of Employment: 190 days

Job Summary:

Ensure the coordination, accountability and delivery of career awareness, development and exploration to students

Essential Duties:

1. Coordinate and present professional development workshops in career development and guidance for teachers, school counselors and work-based constituents.
2. Assist schools in promoting the goals of quality career development of students.
3. Assist school counselors and students in identifying and accessing career information and resource materials.
4. Provide educators, parents and students with information on career technology education programs offered in the district.
5. Support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study.
6. Learn and become familiar with ways to improve and promote career development opportunities within the district.
7. Attend continuing education programs on the certified career development facilitator curriculum sponsored by the State.
8. Assist with the selection, administration and evaluation of career interest inventories.
9. Assist with the implementation of the district's student career plan or individual graduation plan.
10. Assist schools in planning and developing parent information on career development.
11. Coordinate with school counselors and administration on career events, career classes and career programming.
12. Coordinate community resources and citizens representing diverse occupations in career development activities for parents and students.
13. Assist with the usage of computer assisted career guidance systems.
14. Implement Board policies and administrative rules and regulations relating to the school.
15. Keep abreast of changes and developments in the profession through graduate study, attending professional meetings and workshops, reading professional journals and other publications and discussing problems of mutual interest with others in the field.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned by your supervisor.

Job Specifications:



Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Have a combination of education and work experience as specified in the Global Career Development Facilitator credential guidelines: Graduate Degree plus an estimated one (1) year (1400 hours) of career development work experience; or bachelor's degree plus an estimated two (2) years (2800 hours) of career development work experience.
2. Have Global Career Development Facilitator Certification or complete an approved CDF curriculum that includes 120 hours of classroom training and field experience by the end of the first year of employment.
3. Agree to be bound by the GCDF national code of ethics.
4. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 115

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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