Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Career Specialist**

Qualifications:

Credentials: Valid teacher's certificate, Counseling Certificate Preferred

Education: Master's Degree in Guidance & Counseling or related field preferred

Training or Experience Required: Minimum of two years teaching experience and State Department of Education Guidance & Counseling Certification, background in Career and Technology Education preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple to more complex instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English and is computer literate.

Site: **Various Secondary**

Reports To: **Managing Director of Career and Technology or Designee**

Job Goal (Purpose of Position): Performs skilled/professional-level services under limited supervision to provide individual, group and classroom career awareness services that will enhance each student's understanding of career and job opportunities. In addition, consults with Career and Technology teachers as well as all teaching staff and parents regarding career exploration and career portfolios. An incumbent in this position will utilize discretion, ingenuity and good judgment when dealing with the complexity of the job.

Contact with Others: An incumbent will be in contact with leaders of industry, students, teachers, and principals in an effort to work together to assure that career information is provided for a good understanding of career education, and to develop a close working relationship that will enhance the job opportunities for our students.

Other Performance Measures:
The incumbent/employee will need to
(A) be student focused to resolved problems effectively;
(B) manage human resources and diversity while promoting; productivity

and efficiency; employee training and development, empowerment, appraisal and corrective intervention;
(C) manage information and communications with staff and public effectively;
(D) conduct short and long range planning to set and/or attain district goals and objectives;
(E) demonstrate leadership by being a good role model to reinforce productive and student-focused behavior; use creativity, innovation, and initiative to identify solutions to problems;
(F) be a team player with co-workers subordinates, and community leaders to accomplish district objectives or goals;
(G) manage compliance of the Carl Perkins Grant.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Conducts in-service with principal and staff at each school relative to objectives for the Career Education and Career Guidance programs.

2. Oversee all aspects of the Carl Perkins Grant and be responsible for seeing the Performance Measures and Goals as stated in the grant are met or exceeded.

3. Career Specialist will be excluded from having a regular case load of students at the assigned school(s).

4. Consults with and assists teachers, administrators and parents concerning career issues.

5. Attends workshops, in-services, and conferences that are available to further enhance career education skills.

6. Will work with other counselors on district/state testing days and will attend local Testing in-service as provided by the Moore Guidance and Counseling Program..

7. Assists in the coordination of the Career Education and Career Guidance programs.

8. The Career Specialist will provide small group and/or individual services to students, dealing with all aspects of career opportunities.

9. The Career Specialist will conduct classroom career awareness and job opportunities.

10. The Career Specialist will serve as a Career Tech Testing Administrator or Liaison for the Career Technology Education Programs.

11. Will perform other duties as assigned.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. There is occasional carrying and lifting of testing equipment.

TERMS OF EMPLOYMENT:	In compliance with Negotiated contract and/or State Law.
SALARY:	To be established by the Board Year-to-year contract as funds are available from the Carl Perkins Grant.
EVALUATION:	Performance of this job will be evaluated in accordance with Board policy.

Approved: 8/9/99
Revised: 4/14/08
Revised: 5/11/20
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