

Career Facilitator

Purpose

The job of Career Facilitator is done for the purpose/s of providing students and staff with information on career and/or post high school educational opportunities; administering and interpreting career assessment tools; coordinating on-site presentations by career and/or college representatives; and coordinating ongoing business and industry partnership programs. This job reports to Administrator.

Essential Functions

- Assists classroom teachers with the implementation of career activities for the purpose of providing accurate information to students regarding career and educational opportunities.
- Assists currently enrolled and reengaged students with various resources for the purpose of providing information on beneficial activities and availability of career and/or educational opportunities.
- Collaborates with local businesses and community agencies for the purpose of building and reinforcing business and industry partnerships.
- Coordinates the career work experience program (e.g. 16 career clusters, etc.) for the purpose of enhancing student career and education opportunities; providing opportunities for elective credits for paid/unpaid work experience; and training towards permanent job placement.
- Coordinates the implementation of The Hathaway 8th Grade Unit of Study program for the purpose of ensuring students meet state requirements.
- Coordinates a variety of meetings and programs (e.g. Career Information System [CIS]; mentoring programs; job shadowing; job services; classroom presentations; student recognition; student placement and follow-up, etc.) for the purpose of providing career exploration and job placement support to students and ensuring compliance with all mandated requirements.
- Creates electronic and manual promotional materials (e.g. brochures, invitations, etc.) for the purpose of promoting Career Center programs and services.
- Delivers seminars for students for the purpose of increasing employability and job retention skills.
- Leads Academy-identified student activity placements (e.g. internships and externships, job shadows, apprenticeships, etc.) for the purpose of ensuring relevant college and career job readiness.
- Maintains manual and electronic materials (e.g. Career Center, Hathaway 8th Grade Unit of Study, etc.) for the purpose of ensuring availability of materials to assist students in choosing career pathway and post-secondary options.
- Maintains a variety of manual and electronic records for the purpose of documenting activities, providing reliable information, and meeting district objectives and state and federal program guidelines.
- Participates in a variety of meetings (e.g. trade technical school/college conferences, class visits, community service group meetings, etc.) for the purpose of receiving and disseminating up-to-date information.
- Researches career pathway and post-secondary information, as requested from a variety of stakeholders (e.g. students, parents, community organizations, district and school personnel, etc.) for the purpose of conveying current opportunities available for students.

- Supports building staff with tracking of student career planning (e.g. Career Information Systems (CIS); Hathaway 8th Grade Program of Study; Work Keys; ASPIRE; skills assessment, etc.) for the purpose of ensuring that requirements are met and necessary resources are available to students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; technical reading & writing; career readiness and college entry requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail and organization; communicating with diverse groups both orally and in writing; maintaining confidentiality; and working with frequent interruptions.

Responsibility:

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: None specified

Required Testing

Continuing Educ. / Training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Valid Driver's License and Evidence of Insurability

FLSA Status
Non Exempt

Approval Date
06/09/2016

Salary Grade
60

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____