

TITLE: Career Development Facilitator

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Computer knowledge and skills, especially with Microsoft Office Products.
3. Proficient in the career facilitation process.
4. A demonstrated aptitude for the work performed.
5. Strong interest and background in working with high school age students and career planning.
6. Excellent communication and organizational skills. Experience in Microsoft Products - experience with Word and Excel.
7. Be able to lift 50 pounds.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: High School Counselors/Principal

JOB GOAL: The Career Development Facilitator assists and supervises students, parents and staff in accessing resources for post-secondary and career planning.

DAYS/HOURS: Up to 184 days at 8 hours per day. Other days may be added due to grant requirements. Subject to change due to grant availability.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and organize materials; inventory of career materials and post-secondary catalogs; bulletin boards; file of post-secondary representatives; occupational reference material; student opportunities bulletin board for employment; updated information of Career Center computer programs and internet based programs; calendar of post-secondary and military representative visits; files on major fields of study, phone numbers, guest speakers, suggested book materials, supplies and publications.
2. Schedules Career Center activities/presentations; post-secondary schools and military visits with interested students.
  - a) Announce, advertise, issue passes to students, arrange rooms;
  - b) Greet representative, obtain updated materials for files.
3. Request, obtain and file any materials related to career planning, students' scholarship and enrichment program files, post-secondary and occupational material.
4. Assist Counselors with career and future planning units; assist students on computer (Naviance, Discover and MCIS) career programs.
5. Announce classroom and lunch career speakers and post updated information on visitations.
6. Coordinate a job-shadowing program.
  - a) Have a current database of career professionals and sites accessible to the students.
  - b) Contact professionals and coordinate date and time of job-shadowing.
  - c) Generate the necessary paperwork for parental permission/attendance/medical information.
7. Assist in coordinating the CLHS mentorship program
8. Assist with classroom presentations at the High School level concerning post-secondary planning and resources.
9. Assist faculty in writing Career Pathways curriculum to meet the ever changing needs of students.
10. Attend career related workshop/educator programs.
11. Serve on all committees related to career planning. This involves the School-to-Careers and it's subcommittees.

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12. Know current legislation and regulations affecting employment. Understand career development theories, models and techniques. Competent in job search strategies and placement techniques.
13. Orientation of targeted populations to the career center (i.e. study skills/careers, family living classes, business classes and vocational classes).
14. Assist ESL, economically and academically disadvantaged and handicapped students in developing a career portfolio and establishing career pathways.
15. Assist certified high school staff in administering national and state-wide assessments. ie: PSAT, PLAN, ACT, and MCA.
16. Schedule individual meetings and work with students and parents on a family basis in career and college selections.
17. Administer and score career development assessments and instruct students in the use of career assessment programs.
18. Assist in compiling data for various requests.
19. Conduct student/parent follow-up meetings on a one-to-one or group basis concerning assessment and pathway results.
20. Conduct surveys and compile data that pertain to students and their career choices that are used to schedule career speakers for individual classes and/or career units.
21. Obtain information and work with alumni, community residents, staff and district ABE/GED Coordinator to aid in the accomplishment of career/educational choices.
22. Work with benefactors in obtaining new scholarships for Chisago Lakes students and creating the application forms to suit the wishes of the benefactor.
23. Write and submit grants to obtain funding for Career Center materials.
24. Set up and coordinate activities for entire classes, grades 9-12, that are carried out on a yearly basis. Examples are: Junior Career Fair, Senior Awards Night, Junior Parent Night.
25. Arrange transportation and chaperone field trips for classes and departments based on occupational & career choices.
26. Maintain and update current information on the Senior Information Line and web site that is accessible to students and parents.
27. Develop and publish a monthly newsletter for students containing numerous items including information on college visits, financial aid and scholarship opportunities.
28. Develop a Career Resource Center brochure that is available to community residents.
29. Answer phone calls and forward to proper person or area.
30. Assist High School personnel with various secretarial needs. Help and assist students with various needs.
31. Maintain confidentiality as per mandated data privacy laws.
32. Other duties as assigned.

TERMS OF EMPLOYMENT:

Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.