

## **CAREER EXPERIENCE FACILITATOR**

### **Purpose Statement**

The job of Career Experience Facilitator was established for the purpose/s of providing student access to a wide range of general and student-specific information on career and/or post secondary educational opportunities; administering and reviewing career assessment tools; coordinating shadowing and work experience programs; and presenting information and assistance to students, faculty, staff, and community members.

This job reports to Coordinator in Curriculum & Instruction

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### **Essential Functions**

- Acts as a liaison between various stakeholders (e.g. school district, employers, community leaders and organizations, etc.) for the purpose of building resources and expanding program capabilities (job shadows, internships, etc.).
- Collaborates with others (e.g. district and school personnel, community organizations and businesses, etc.) for the purpose of assisting students in identifying career pathways and post-secondary training.
- Coordinates a variety of meetings and programs (e.g. Career Information System (CIS), mentoring programs, job shadowing, job services, classroom presentations, 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.
- Coordinates the career and tech community work program (e.g. 16 career clusters, etc.) for the purpose of enhancing student career and tech education opportunities, providing an opportunity for students to receive elective credit for paid and unpaid work experience, and training towards permanent job placement.
- Creates promotional materials (e.g. brochures, invitations, etc.) for the purpose of promoting Career Center programs and services.
- Creates seminars for students for the purpose of increasing employability and job retention skills.
- Interviews students (e.g. interests, abilities, expectations, goals, progress, etc.) for the purpose of assisting students in evaluating a variety of career options through computerized programs (CIS) and/or reference books.
- Maintains a comprehensive Career Center (e.g. career resource materials, job board, on-line resource bookmarks, interest and skills inventory tools, etc.) for the purpose of assisting students in choosing career pathway and post-secondary options.
- Maintains a variety of manual and electronic records (e.g. job openings and requests, employer evaluations, schedules, files, etc.) for the purpose of documenting and/or providing reliable information that meets district, state, and federal program guidelines.
- Prepares written materials (e.g. reports, instructions, memos, handouts, etc.) for the purpose of conveying information and promoting community participation and interest.
- Presents seminars (e.g. employability and job-retention skills, etc.) for the purpose of equipping students to be successful in work experiences.
- Records participating students' progress (e.g. job performance, related classroom assignments, etc.) for the purpose of ensuring individual student success by matching performance goals to student job responsibilities.
- Researches career pathway and post-secondary information, as requested, for the purpose of conveying current opportunities available for students to a variety of stakeholders (students, parents, community organizations, district and school personnel, etc.).
- Responds to a wide variety of inquiries from internal and external sources (e.g. school and district personnel, students, parents, community organizations and businesses, etc.) for the purpose of providing information, resolving problems, facilitating communication among parties and/or providing direction.
- Reviews data (e.g. career assessment tools, etc.) for the purpose of supporting individual student needs.

## **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; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

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: State Career and Vocational Educational Standards; pertinent federal, state and local laws, codes and regulations; concepts of grammar and punctuation; practices of assessment testing; and district and community resources.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify 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 but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety 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; being resourceful; setting priorities; communicating with diverse groups; maintaining confidentiality; working with frequent interruptions; meeting deadlines and schedules; maintaining effective working relationships; and working with a flexible schedule.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire  
Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_