

CAREER SELECTION FACILITATOR

Purpose Statement

The job of Career Selection Facilitator was established for the purpose/s of providing students with information on career and/or post high school educational opportunities; administering and interpreting career assessment tools; planning on-site presentations by college and/or career representatives; and managing ongoing department programs.

This job reports to Director of Transitions Services

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 re-engaged students with various resources (e.g. financial aid, college materials, applications, on-line registration, scholarships, etc.) for the purpose of providing information on beneficial activities, career and/or educational opportunities available.
- Assists in finding and approaching students who have dropped out of school for the purpose of getting them reengaged into school.
- Collaborates with local businesses and community agencies, using independent judgment, for the purpose of building and reinforcing partnerships.
- Collaborates with the College Selection Facilitator and the Career Experience Facilitator in providing opportunities for on-campus site visits (e.g. college and trade/technical recruiters, etc.) for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Compiles data on at-risk students for the purpose of providing career alternatives and/or re-engaging students in school.
- Conducts classroom presentations, after-school workshops and presentations for the purpose of providing student recognition and/or information regarding occupational programs, career, and other post-high school opportunities.
- Coordinates on-campus site visits by college and trade/technical school recruiters for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Coordinates the implementation of The Hathaway 8th Grade Unit of Study program for the purpose of ensuring students meet the requirements to qualify for scholarship funds.
- Creates materials (e.g. brochures, recruitment materials, etc.) for the purpose of promoting programs and providing information for recruitment.
- Develops programs for students who are at-risk, have dropped out of school, and are not college bound (e.g. ProStart, Youth Build, etc.) for the purpose of re-engaging them in learning, leading to a potential career.
- Maintains documents for the purpose of documenting activities, providing reliable information, and meeting district objectives.
- Monitors and supplements career-related materials located in high school counseling offices and career centers (e.g. inventory of vocational school catalogs, applications and website locations, etc.) for the purpose of ensuring availability of materials for internal use and distribution as required.
- Oversees the district-wide Career Information Systems (CIS) exploration and planning program (e.g. individually tailored student portfolios, etc.) for the purpose of providing program access to students to assist them in meeting personal career and academic goals and objectives.
- Participates in a variety of meetings (e.g. trade technical school/college conferences, class visits, community service group meetings, etc.) for the purpose of being informed (e.g. current employment opportunities, college information, etc.).

- Supports buildings and teachers with tracking of student goal setting and career planning for the purpose of ensuring requirements and resources needed are provided to support student academic and career goals.

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 using existing skills. 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 analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; career pathways; 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. Independent 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; communicating with diverse groups; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; 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 some 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: 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 Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

11/28/2007

Salary Grade

Exempt 64AX

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

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____