



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Career Specialist

QUALIFICATIONS:

1. Bachelor's Degree or higher.
2. Have been gainfully employed, other than in teaching, for not less than twenty-four (24) months as a full-time employee, or its equivalent in part-time employment.
3. Certifiable in accordance with School Board Rules.

REPORTS TO: Principal

POSITION GOAL: To coordinate career development activities.

PERFORMANCE RESPONSIBILITIES:

1. To coordinate activities with help from community, state and federal agencies and post-secondary educational institutions to provide career development and placement services for students.
2. To communicate with the area businesses or employers to obtain information on job opportunities and maintain information on job openings.
3. To refer students to appropriate community agencies capable of meeting their needs.
4. To maintain contact with potential employers and personnel from post-secondary educational institutions.
5. To collect and disseminate educational and career information.
6. To provide career development and placement counseling in school.
7. To administer and interpret career interest tests.
8. To direct and supervise the career center.
9. To encourage at-risk students to continue education through appropriate scheduling of vocational/technical and academic subjects.
10. To submit reports and records as required by law, district policy and administrative regulations.
11. To perform other duties as assigned by the Principal.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated semi-annually by the Principal.