

## CAREER DEVELOPMENT SPECIALIST JOB DESCRIPTION

### PERKINS FUNDS (50% Percent Perkins Funding)

#### Job Summary:

- Provide students with strong experiences in and understanding of all aspects of industry, including work-based learning experiences.
- Encourage school to collaborate with technology industries to offer voluntary internships and mentoring programs; including programs that improve the mathematics and science knowledge of students.
- Delivers comprehensive career exploration and career planning services/programs to students; provides career counseling; and provides career assessment administration and interpretation.
- Monitors activity budget, runs reports and statistics on the job search database.
- Assist in identifying and securing appropriate job placement for secondary student graduates.
- Assist in promoting and developing leads for customized industry training programs.
- Maintain a visitation log documenting all site visits to employers, describing the nature of the contact, and other pertinent information.

### LOCAL FUNDS (50% Percent Local Funding)

- Serve as the school-wide Skills-USA advisor/coordinator
- Develop a plan and direct the implementation of the Skills-USA professional development program in each occupational program in the school
- Develop and maintain a data base of all OAC Members for all of the programs
- Schedule dates and times of OAC meeting to occur
- Mail out invitations to OAC members for Fall and Spring meetings and tally responses
- Collect and maintain all OAC agendas and minutes and distribute to all OAC members
- Disseminate information regarding meeting protocol and PDE OAC requirements to all teachers and members
- Arrange for the meals for the OAC meetings
- Provides presentations to student groups and classes on career development issues; provides outreach to faculty and staff to inform of industry, career trends, and relevant career and job search information; markets services to all stakeholders.
- Orient and assist students in obtaining work permits, social security cards, health certificates, and other documents necessary for employability.

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of student development theory and career counseling
- Knowledge of marketing and advertising programs
- Interpersonal/human relations skills
- Counseling/organizational skills
- Verbal and written communication skills, including public speaking
- Ability to conduct career assessments
- Ability to develop and give presentations
- Ability present effective outreach programs
- Ability to relate effectively with students
- Helps students develop job seeking/keeping skills

**Note: The person in this position must keep daily logs for all activities performed and have them available for on-site reviewers.**

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Career Development Specialist

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Date

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Executive Director HACC

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Date