

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Career Pathway Specialist

EMPLOYEE CATEGORY: Certified

QUALIFICATIONS:

1. Bachelor's degree
2. Eligible for a Florida Certificate with coverage in any area.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Skilled in personal coaching in a one-on-one and group setting
2. Demonstrated work history of resourcefulness and problem solving.
3. High energy and ability to engage others towards a common goal.
4. Strong work ethic and business acumen with ability to excel in a fast-paced environment.
5. Proficiency in work processing, spreadsheets, web-based data management programs, and Outlook and the ability to meet documentation deadlines.
6. Knowledge of community educational and vocations resources and other community social services resources.

REPORTS TO: Program Director

JOB GOAL

To implement strategies for the development of career pathways for students. Responsible for connecting individuals to employment, education, training opportunities, and other supportive services. This position will establish and maintain relationships with referral partners and other resources in the community to ensure that participants are provided career development and employment services. In addition, this role will be responsible for providing career coaching.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Meet with instructors and other professionals to discuss individual students' needs and progress.
2. Interviews, advises, and guides a diverse population of clients to ascertain employability; interprets and explains regulations, rules, policies, and procedures to students.
3. Establish and maintain referral partnerships with various community organizations to ensure successful conversion from recruitment to employment.
4. Encourage and motivate students to reach their personal and professional goals and challenge participants to excel.

5. Maintain a list of resources for supportive services and training to assist in effective assessment and referrals of students.
6. Monitor and evaluate student progress.
7. Learn employment trends in various industries to provide more effective career matching and knowledge sharing.
8. Develop innovative ways to engage community residents and organizations in continued partnership with the initiative.
9. Assist in all areas necessary to ensure center and program success, including training and career coaching.
10. Guide and advise students in the GED program.
11. Recruit and retain students for ABE and GED programs.
12. Work with enrollment services and testing, Student Success Center, Learning Commons and others at Tallahassee Community College to access resources available to enhance student success.
13. Maintain accurate and complete student records as required by the laws or administrative policies.
14. Perform other duties as assigned by the Adult Education Program.
15. Assist Program Director with training and professional development for Adult Education program staff.
16. Assist Director in administering all State, Federal, and Public Assistance Adult Education and Literacy grants and preparation of grant budgets.
17. Assist with the data collection and reporting of grant-related activities.
18. Confer with other team members and area agencies to facilitate students outreach and recruitment activities.

PHYSICAL REQUIREMENTS: Light Work

Light: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. There may be medium or heavy work depending on the particular assignment.

TERMS OF EMPLOYMENT: 10 Month School Year or as determined by Grant

Salary and benefits shall be paid consistent with the District's approved compensation plan or terms of Grant. Hours of employment shall be those established by the District or as determined by conditions of Grant.

EVALUATION: Annually by the Program Director. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: As determined by conditions of Grant.