

## **GARRARD COUNTY SCHOOLS**

### **Job Description**

**CLASS TITLE: CAREER SUPPORT SPECIALIST**

**REPORTS TO:** School Principal & Program Coordinator

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

The Career Support Specialist will illustrate success with student supports with their assigned High School with activities and services such as: arranging career engagement opportunities with employers and partners related to professional readiness training, career-track employment, and work-based activities; attendance in individual school site-based council meetings or professional learning committees; data collection and input; recruit new employers to promote pre-apprenticeships; will cultivate (job placements, mentoring, and shadowing activities); facilitate college credit course(s); help students select career pathways; help promote students in Career Academies through social media and marketing; develop strong partnerships within their communities to help design new Registered Apprenticeship Programs (RAPS). This person must be available up to ten (10) days in June (after each school year) to assist with summer pre-apprenticeship training with student participants at their assigned High School or another location in the same community.

**REPRESENTATIVE DUTIES:**

The Career Support Specialist will coordinate the ABA programs of their High School. Direction and communication of activities and services for student participants include:

- Recruitment and enrollment of student participants into the ABA program
- Coordinate with employers on possible students for internships/job shadowing experiences
- Host and develop advisory team meetings as needed or directed by the Program Coordinator
- Input data requirements into a performance tracking system on student participants; this must be done each quarter and be completed by the assigned due dates for the US DOL
- Provide support to students about college readiness, work readiness, and employer engagement
- Provide academic & career counseling to students enrolled in the program as needed
- Facilitate college courses for students enrolled in the ABA program
- Facilitate industry-recognized credentials for student participants
- Attend career events & workshops that WEP contractual partners offer
- Complete the Career Development Facilitator Training (if deemed necessary)
- Submit weekly/monthly updates through social media, school newsletters, and the HS website
- Oversee Individualized Learning Plans (ILPs) for all students enrolled in the ABA program
- Oversee Performance Matrix outcomes for your HS ABA program in relation to student participants
- Promote an ABA Student Leadership Team that will meet monthly and focus on student voice
- Participate in & work with the WEP Employer Mentorship Program provided to student participants
- Communicate with school staff on updates, outcomes, and projects promoting the ABA program
- Provide input to help produce an online platform to assist with Apprenticeship needs with employers and student participants
- Participate with the Kentucky Apprenticeship and Training Representatives to oversee pre-apprenticeships and Registered Apprenticeship Programs (RAPS) in communication with employers and student participants
- Coordinate schedules of pre-apprenticeships and RAPS with employers and future employer partners

- Create ongoing partnerships with employers that will promote RAPS with on-the-job learning
- Recruit participants that are both in-school and out-of-school youth
- Coordinate with the Area Development District to assist with employer connections & WIOA activities

#### **Other Job Responsibilities:**

The Career Support Specialist will provide:

- Communication and help identify work-based learning experiences with student participants
- Assistance with FAFSA completion with student participants
- Maintain knowledge about Apprenticeships and work-based learning activities
- Be available to support students with wrap-around services
- Be flexible with daily schedules as it pertains to the needs of the students and the program
- Maintains regular attendance.
- Duty to report to work.
- Performs other duties as assigned.

#### **Monthly Meetings:**

The Career Support Specialist will need to be available each month to attend an advisory team meeting at other High School Locations within their region (either in person or virtually).

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Principles, methods, techniques, strategies, and trends in educational, vocational, career, social, and emotional adjustment counseling;
- Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
- Social service and youth service agencies in the local area;
- Social, emotional, and behavioral characteristics of adolescent students;
- Program evaluation and research techniques, strategies, and procedures;
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

##### **ABILITY TO:**

- Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns;
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients;
- Effectively deal with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns;
- Effectively participate in the planning and implementation of school guidance and curricular programs;
- Communicate effectively in oral and written form, and as required by the assignment utilize a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Must be proficient in Microsoft Word, Excel, Outlook, and other Microsoft Software Applications
- Must be proficient in Google Applications
- Bachelor's Degree or greater

**LICENSES AND OTHER REQUIREMENTS:**

The Career Support Specialist will need a Kentucky Teaching certificate with an administrative or counseling certificate preferred but not required; CTE background preferred but not required; at least 5 years of teaching experience; prior experience in coordination of building-level projects preferred; previous experience with career counseling preferred but not required; evidence of networking with state organizations and university partnerships for dual credit or dual enrollment opportunities for students, experience with work-based learning activities such as internships and apprenticeships.

The Project Director may require the selected candidate for this position to complete the Career Development Facilitator Training, paid for by WEP, if the person lacks the experience or needs the skill set to satisfy the position to benefit student participants in the ABA program.