

CAREER SPECIALIST

- QUALIFICATIONS:**
1. High School diploma
 2. Microsoft Works (WP/DB/SS) & Desktop Publishing experience
 3. Communicate effectively with students, staff and public
 4. Presentation skills
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Local Vocational Education Coordinator (LVEC)

JOB GOAL: To assist students in making decisions related to career planning

PERFORMANCE RESPONSIBILITIES:

1. Working with all freshman and incoming students on an individualized career assessment;
2. Setting up job shadowing experiences for juniors and seniors;
3. Setting up opportunities for teachers to participate in job shadowing experience;
4. On a semi-annual basis, making a full evaluation of the career assessment/job shadowing process;
5. Attending and supervising students at the annual Career Expo in Neenah to update career files and make contacts with area employers regarding job shadowing opportunities and job trends;
6. Researching and learning any new computer software which will be helpful in the assessment and/or job shadowing areas;
7. Updating and maintaining all Career information: Course Sequence Maps, Pathways, computer software, research materials, etc.;
8. Working with teachers in vocational and academic areas who wish to have students do career research in a specific field;

9. Supervising the Technology Lab during hours that instructors are not scheduled;
10. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding 1/2 hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays, unless a different work schedule is approved by the District Administrator

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.