

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Career & Technical Education (CTE) School/Career Success Specialist	
<b>SUPERVISOR:</b> Director of Teaching & Learning	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 188 DAYS	

### **GENERAL RESPONSIBILITIES**

This position will support the district's capacity for developing and implementing CTE programs district-wide. This position will provide direct support for middle school students by: 1) providing them with exploration experiences of high-growth, high-demand careers, and 2) preparing them to make better decisions about their high school programs of study. It will also provide direct support for high school students by: 1) helping them develop relevant and transferable skills and knowledge, 2) guiding them to make informed career preparation decisions, and 3) preparing them to effectively compete in a global economy.

### **DUTIES & EXPECTATIONS**

1. Work with K-12 students to provide career and post-secondary training and guidance through classroom presentations and one-on-one counseling.
2. Provide Career Investigation activities for 7<sup>th</sup>-9<sup>th</sup> grade students, including defining a goal, setting career and academic goals, developing individual career plans including a non-traditional occupation activity. Conduct four assessment activities annually with middle school students (interest assessment, skills/abilities assessment, personality/temperament assessment, and work values assessment).
3. Develop and revise/revisit individual career plans with middle and high school students annually.
4. Travel to sites to provide CTE instruction and support in developing career portfolios.
5. Provide general support and seek out ways to provide assistance to principals and staff when on a site visit.
6. Work with district-wide counselors to ensure all middle school and high school students have developed a career plan.
7. Develop and maintain close working relationships with community and state agencies, area businesses, industries, and labor organizations to ensure students are provided with the training they need.
8. Work with the CTE Coordinator to ensure grants are implemented successfully.
9. Work closely with CTE Coordinator to develop and coordinate all aspects of CTE academies and programs.
10. Coordinate all aspects of CTE academies (staffing, travel, lodging, food, activities, instructors, etc.) Travel to and provide on-site support throughout all CTE academies.
11. Support all school staff members in order to develop and maintain close working relationships.
12. Update and maintain CTE inventory.
13. Update and maintain CTE website.
14. Contribute 2 to 3 articles for the quarterly CTE newsletter
15. Support CTE Coordinator in administrative duties and readily accept direction from supervisors.

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16. Teach various CTE classes when needed.
17. Provide support in managing on line learning systems when needed.
18. Complete all tasks with high standards and attention to detail.
19. Other duties as assigned.

### **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

### **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

### **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from assigned district office administrator(s).  
Responsible for the safety and supervision of students.

### **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

### **EVALUATION**

Annual written evaluation.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

### **QUALIFICATIONS**

**Education:** Bachelor's degree required

**Experience:** Five or more successful years of Career & Technical Education or work experience. Experience in public relations, budget preparations, program planning, marketing, and leadership skills.

**Abilities:** Able to travel extensively (to sites and for academics).