

TITLE: TEACHER (Secondary Career Specialist – Part-Time)

FLSA: Exempt

QUALIFICATIONS:

1. Bachelor Degree or higher from an accredited educational institute.
2. Hold or be eligible for certification by the State of Florida in the appropriate subject area and level.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal and CTE Supervisor**JOB GOAL:**

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with District philosophy, goals, and objectives.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Assist and advise students on career plans grades 6-12 and CTE program selection using FLDOE curriculum frameworks.
- * 2. Promote CTE programs to 6-12 students with a primary focus on Health Science programs.
- * 3. Coordinate meetings and events promoting health care with the local advisory group.
- * 4. Work with instructors of career courses to develop curriculum and identify instructional resources.
- * 5. Work with school office staff on data and documentation of career course hours and certifications.
- * 6. Coordinate the promotion of career pathways for students to Post-Secondary Education courses and programs.
- * 7. Provide resources to students related to career planning and program options with emphasis on health care.
- * 8. Maintain regular communication with instructors to identify any issues or needs.
- * 9. Serve as a proctor for industry credential testing when needed.
- * 10. Monitor student use of online career planning resources and provide reports to CTE supervisor.
- * 11. Identify resources for employability skills development and career skills development
- * 12. Conduct mini workshops on resume building and interview skills.
- * 13. Assist classes in the use of My Career Shines. Monitor milestones in My Career Shines.
- * 14. Coordinate guest speakers from postsecondary institutions and career clusters.
- * 15. Coordinate with CareerSource Central Florida on youth program and employment opportunities for student.
- * 16. Plan and execute Career Celebrations in fall and spring semesters.
- * 17. Attend trainings as needed.
- 18. Other duties as assigned by program administrator.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.