

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: CAREER COORDINATOR

GENERAL STATEMENT OF JOB

Under occasional supervision, coordinates and manages all work-based learning programs for students in ninth through twelfth grades; administers student career assessments and inventories; provides instruction and guidance to students in career planning and development, and perform related professional and administrative work as assigned. Reports to the Guidance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops, implements and manages work-based learning programs for students in the ninth through twelfth grades, including but not limited to job shadowing, internships and service learning.

Prepares and administers assigned program budget.

Recruits internship and job shadowing sites and facilitates placement; monitors attendance and performance of students; provides advice and guidance in job-related issues; promotes the internship / job shadowing program within the community to increase support and participation.

Facilitates the placement of students with teachers and staff for service learning opportunities; monitors attendance and performance.

Administers career assessments and inventories to individuals and classes; interprets results.

Develops and presents career-related events and instruction for students and staff.

Compiles data for and prepares various administrative and statistical reports required by the school, District and State Department of Education.

Researches and interprets labor market data for use in career counseling and reporting.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Selects and requests books, instructional aids and supplies for use in the assigned program.

Prepares and/or processes student records, newsletters, program materials, financial records, and various other reports, records, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, audio-visual equipment, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Principal, assistant principals, school faculty and staff, other District administrators and staff, students, parents / guardians, community / business representatives, college admissions representatives, and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Coordinates college admission representative visits with students.

Assists in preparing for special meetings, activities and events as requested.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, ordering supplies, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in secondary guidance counseling, education or related field of study, supplemented by one to two years of experience working with students at the secondary level, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Master's degree in Community / Occupational Programs in Education is desirable. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and direction from supervisor, and the counseling of students.

Language Ability: Requires the ability to read a variety of professional, administrative and statistical documents and reports. Requires the ability to prepare various types of reports, studies, recommendations and other documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in student supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel students. Must be able to communicate effectively and efficiently with youth and their parents; in a variety of technical and/or professional languages including career planning, counseling, etc., and with persons of varying educational, cultural and social backgrounds.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment; to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Lexington Richland School District Five as they pertain to the performance of duties of the Career Coordinator. Has considerable knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of administrative principles involved in developing and coordinating various programs and related activities. Is able to make sound, educated decisions. Has knowledge of the theories, methods, practices and materials of school guidance counseling, career counseling, vocational development, etc., and is able to effectively assist students in identifying and developing career interests and choices. Is able to develop and maintain cooperative working relationships with community / business representatives and to coordinate their participation in and support of the school's career education programs and activities. Knows how to develop effective relationships with students. Is able to communicate effectively, tactfully and persuasively with students, parents, District / school staff members and members of the community. Has the skills to be able to communicate in a highly professional and articulate manner with all levels of management and other persons. Is able to make effective presentations and discuss problems and possible solutions as required. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word processing and records management. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written

reports and records in a concise, clear and effective manner. Is able to compile data for, prepare and manage assigned program budgets. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to react calmly and quickly in emergency situations; is able to handle volatile situations calmly and professionally.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

