

Ashe County Schools Job Description

POSITION	Career Development Coordinator
TERM	11 months
FLSA STATUS	Exempt
EDUCATION	Bachelor's degree and current license in any CTE program area; or Master's degree in school counseling or career counseling and a clear license as a school counselor with related one year work experience (see attached)
QUALIFICATIONS	See attached
EXPERIENCE	See attached
PAY GRADE	Teacher salary schedule
REPORTS TO	Director of Career and Technical Education

Primary Purpose/Role: The primary purpose of this position is to provide and coordinate career development services to students in the middle and high schools. The Career Development Coordinator (CDC) role is to support Career and Technical Education (CTE) and to coordinate career development services for students participating in CTE. The CDC works collaboratively with administrators, student services personnel including school counselors, and teachers to ensure the delivery of career development services. CDCs facilitate linkages with parents, business/industry, postsecondary institutions, and community organization to support students' transition to postsecondary education and employment.

KNOWLEDGE AND ABILITIES

- Thorough knowledge of federal state and local policies and procedures regarding Career and Technical Education and certification
- Considerable knowledge of School Board policies, procedures and standards
- Considerable knowledge of ethical guidelines applicable to the position as outlined by professional organization and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, and developments in the field of Career and Technical Education
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to develop and implement appropriate CTE programs
- Ability to assess the effectiveness of CTE program and activities
- Ability to interpret policies and procedures
- Ability to develop long-range plans
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentation before large groups of people
- Ability to establish and maintain effective working relationships as necessitated by work assignment including students, parents, school personnel and members of the business community

DUTIES AND RESPONSIBILITIES

- The CDC responsibilities incorporate the North Carolina Essential Standards, National Career Development Guidelines, the National Model for School Counseling Programs and Future-Ready Studies for the 21st Century. Specific Career Development Coordinator responsibilities are as follows:
 - Career Development
 - Preparatory Services
 - Transition Services
 - Partnership with business, education, and community
 - Professional Development
- Performs other related work as required

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.