

HAMPTON COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL YEAR: _____

Job Title:	Career Development Facilitator
Department/School:	
Reports To:	Principal

Job Category:	Classified	Daily Hours	8.00
FLSA Category:	Non-Exempt	Work Days:	190
Salary Schedule:	Classified Pay Scale	Pay Grades:	12-14

Job Summary
Under general supervision, provides assistance and support to counselors, teachers, students and other stakeholders to ensure the coordination, accountability, and delivery of effective career awareness transitions for K-12 students to be college and career ready. Reports to Principal.
Essential Job Functions
1. Assist schools in promoting the goals of quality career development for K-12 students. 2. Coordinate and present professional development workshops in career development and guidance for teachers, school counselors, and work-based constituents. 3. Assist school counselors and students in identifying and accessing career information and resource materials. 4. Provide educators, parents, and students with information on career and technology education programs offered in the district. 5. Support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study. 6. Organize career events, career classes, and career programming. 7. Organize a career fair representing diverse occupations and career development activities for parents and students 8. Develop work-based learning programs to include job shadowing, internships, and apprenticeships through fostering of partnerships with business and industry. 9. Target career exploration tools that support students within the scope of their interest and program placement in support of the individual graduation plan (IGP) process and district mission regarding college and career readiness. 10. Assist students & parents to align the benefits of credentialing, soft skills, and course sequencing to the students' individual graduation plans. 11. Facilitate or assist students regarding Work Keys; providing classes to help students close learning gaps regarding Work Keys Assessment. 12. Organize college and career fairs on and off campus. 13. Developing job shadowing/ internship site and contacts. 14. Performs other duties as assigned or requested by the principal. 15. Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Education and Experience:
1. Required Bachelor's Degree for an accredited college/university. 2. Hold a current national Global Career Development Facilitator (GCDF) certification OR Career Development Facilitator (CDF) certification OR be able to obtain within the first year of employment. 3. Work experience preferred within the past five years in one of the following: classroom teacher in a Career & Technology Education program area; OR professional support as a school counselor; OR supervision in an education and/or business-related setting. 4. Have demonstrated communication verbally, written, and presentation skills. 5. Must possess and maintain a valid driver's licenses.
Knowledge:
1. Knowledge of the policies, procedures and activities of the school District which pertains to the specific duties and responsibilities of the position. 2. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. 3. Knowledge of the records, forms and reports which must be prepared and maintained. 4. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. 5. Knowledge of counseling methods necessary for handling student academic and adjustment problems. 6. Knowledge of the materials and information which must be prepared for classroom instructional activities.
Skills/Effort:
1. Ability to provide instruction to students through explanation, demonstration and/or supervised practice. 2. Ability to supervise students and maintain order in various classroom and instructional activities and situations. 3. Ability to operate general office equipment in the performance of daily activities. 4. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. 5. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. 6. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.
Working Conditions:
Conducts duties in a classroom environment with some exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 50 pounds. Occasionally local and out of town travel is required. Job requires the operation of standard office equipment.
Disclaimer Statement
This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. The administration has the exclusion right to alter this job description at any time without notice.