Union County Public Schools

Job Description

POSITION TITLE: Career Development Coordinator (CDC)	**TERM OF EMPLOYMENT: 10 months**
DATE: 12/2/2025	**DATE OF PREVIOUS REVISION: 09/23/2022**
FLSA EXEMPTION STATUS: Exempt	**PAY GRADE: Certified**

JOB SUMMARY: Under general supervision the Career Development Coordinator will, in the high school setting, facilitate the services associated with the exploration and identification of career pathways utilizing software, I.e., Major Clarity, and other established tools to guide students in curriculum pathway choices. This position will incorporate the North Carolina Essential Standards, National Career Development Guidelines, the National Model for School Counseling Programs and Future Ready Students for the 21st Century. The position requires a high level of collaboration between school based and central service resources and requires the ability to effectively communicate.

ESSENTIAL JOB FUNCTIONS	
1.	Assists students in the development of academic, career, personal/social skills and employability skills.
2.	Assist CTE staff and teachers in planning and facilitating school and district level career planning and exploration events
3.	Develop comprehensive career development programs relevant to students. Conduct routine analysis of programs to determine effectiveness.
4.	Align student programs to support student success in the North Carolina Standard Course of Study.
5.	Provide supervision of students for the purpose of providing a safe and positive learning environment

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.

2.	Support school level CTE end of course testing (EOC) as needed
3.	Collaborate with Exceptional Children's teachers to adapt and accommodate curricula for students with disabilities.
4.	Support district level event such as Robotics Competitions, High School Programs Expo and Professional Development Activities.
5.	Collaborate with school counselors and school administration to support CTE teachers
6.	Identify CTE Concentrators for WorkKeys testing
7.	Facilitate and support CTE testing and CTE accountability measures.
8.	Participates in departmental, district level and other meetings/committees as directed by supervisor
9	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
• Bachelor's Degree • Possess or be able to obtain a Career Development Coordinator (CDC) License • Current Continuing Professional License in a CTE program area	•

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to demonstrate leadership in the school, district and community.
- Ability to foster a school environment in which students have positive, nurturing relationships with caring adults.
- Ability to Work collaboratively with families and significant adults in the lives of students.
- Knowledge of the teaching and learning process and how it impacts students.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups
- Excellent written and verbal communication, negotiation, and interpersonal skills with an adeptness at building relationships and collaborating with various departments to understand their needs.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations
- Provide and deliver professional, helpful, high-quality service and assistance before, during, and after requirements are met.

PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects. Ability to lift and/or carry 30lb.s

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.