

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

OCCUPATIONAL SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida Certification as an Occupational Specialist.
- (3) Completion of a minimum of two (2) years, or equivalent, of full-time gainful work experience outside the field of education.
- (4) Documented successful experience in relating and communicating with young people.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding and knowledge of use of current technology in the field. Knowledge of and skill in career counseling. Ability to communicate effectively both orally and in writing. Ability to plan and implement activities for maximum effectiveness. Ability to work effectively with students, peers, administrators, community agencies, parents and others. Knowledge of adult learning theory. Knowledge of policies and procedures related to adult education. Ability to interact effectively with various constituencies in the context of cultural diversity.

REPORTS TO:

Director of Vocational and Adult Education

JOB GOAL

To provide a well-organized program of assistance to students making decisions concerning career education.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 District.

EVALUATION:

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

Job Description Supplement No. 03

OCCUPATIONAL SPECIALIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Establish short- and long-range plans based on student needs and District and state curriculum requirements.
- * (2) Select, develop or modify instructional materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
- * (3) Assist in preparing for changing curriculum needs and continuous improvement.
- * (4) Assist counselors and other school personnel in identifying potential dropouts, locating actual dropouts and counseling individuals and their parents or guardians about educational programs and / or job placement.

Administrative / Management

- * (5) Maintain a positive, organized and safe learning environment.
- * (6) Manage materials, equipment and time in an effective manner.
- * (7) Establish and maintain effective and efficient record keeping procedures.
- * (8) Use appropriate student behavior management techniques.
- * (9) Assist in enforcement of school rules, administrative regulations and School Board policies.
- * (10) Provide instruction in employability skills.
- * (11) Coordinate career education services.
- * (12) Identify and assist students desiring job placement.
- * (13) Prepare and disseminate lists of job openings and public agencies concerned with employment.
- * (14) Develop and maintain an operational career educational information center.

Assessment / Evaluation

- * (15) Develop and use assessment strategies to assist students.
- * (16) Interpret and use data for diagnosis, planning and evaluation.
- * (17) Assist in conducting follow-up studies and surveys of students completing or leaving school.
- * (18) Assist with the planning and implementation of the vocational testing program.

Intervention / Direct Services

- * (19) Use appropriate materials, technology and resources to help meet learning needs of students.
- * (20) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- * (21) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (22) Recognize overt indicators of student stress or abuse and take appropriate intervention, referral or reporting action.
- * (23) Serve as a liaison between the school and employees.
- * (24) Perform exit interviews.

Collaboration

- * (25) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- * (26) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- * (27) Assist teachers in planning and implementing career education activities.
- * (28) Provide information to the business community regarding students trained and available for part-time, full-time, temporary or permanent employment.
- * (29) Promote public relations between schools, public agencies and the community.
- * (30) Assist with recruiting efforts for vocational programs.

Staff Development

- * (31) Assist others in acquiring knowledge and understanding of area of responsibility.
- * (32) Engage in continuing improvement of professional knowledge and skills.

OCCUPATIONAL SPECIALIST (Continued)**Professional Responsibilities**

- *(33) Adhere to ethical standards of the education profession.
- *(34) Perform and fulfill all professional responsibilities.
- (35) Perform other duties as assigned.

Student Growth / Achievement

- *(36) Ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification.

*Essential Performance Responsibilities