



THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY

318 North Clark St. Perry, FL 32347

(850) 838-2500 - Telephone

(850) 838-2501- Fax

www.taylor.k12.fl.us

Alicia Beshears., Superintendent of Schools

NOTICE: PUBLIC VACANCY ANNOUNCEMENT

ANNOUNCEMENT # 2023-140

VACANCY ANNOUNCEMENT

POSTING DATE:

Monday, May 15, 2023, - Monday, May 22, 2023, or until filled

DEADLINE FOR APPLYING:

**Monday, May 22, 2023, or until filled
"AT 12:00 NOON"**

The following positions are being advertised as a vacancy for the **2022-2023 School Year**. These position(s) are open to school board employees **and the general public**.

Interested applicants please contact **The Taylor County School Board at (850) 838-2500 or Career Source NORTH FLORIDA at (850) 973-9675 for application.**

"REQUEST TO TRANSFER" forms may be picked up at the Taylor County School Board Office.

Applications for Instructional and Non-Instructional positions are located at www.taylor.k12.fl.us.

INFORMATION FOR APPLICANTS: Scroll down to FORMS, then scroll down to Instructional or Non-Instructional Employment Application Form.

ALL Applications will be turned in at the Taylor County School Board Office at **318 North Clark Street, Perry, Florida** or e-mail it to kristina.anderson@taylor.k12.fl.us.

Taylor County School Board adheres to a drug free workplace policy. **Drug testing with a negative result is required.** A **"background check"** is also required for any position within the Taylor County School District.

If reasonable ADA accommodations are needed for the application process, please notify our Personnel Director during the application period at (850) 838-2500.

NON-INSTRUCTIONAL:

Jodi Tillman - 850-838-2545

Big Bend Technical College

Anticipated

Position #013153102

Postsecondary Career Specialist

8H/10M

School Board Members

Bonnie Sue Agner
Residence Area One

Brenda Carlton
Residence Area Two

Jeannie Mathis
Resident Area Three

Danny Lundy
Resident Area Four

Deidra Dunnell
Resident Area Five

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JOB DESCRIPTION

Postsecondary Career Specialist

Big Bend Technical College

QUALIFICATIONS:

- High School Diploma or equivalent and an AA/AS degree or Career Certificate preferred
- Proven interpersonal skills
- Demonstrated proficiency in communication skills
- Possess basic computer skills to include word processing skills
- Good attendance history in previous employment

REPORTS TO:

BBTC Director

Responsibilities:

Responsible for developing and monitoring career transition plans of CTE and Adult Education students

Goals

1. Identify career opportunities in the region
2. Identify in-demand jobs and the expected earnings
3. Understanding specific job skills and credentials
4. Identify and monitor on-the-job experience opportunities
5. Assist with the creation of digital resumes

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Duties of this position include but are not limited to:

1. Coordinating the career opportunities:

- a. Meet with teachers and students prior to job placement to obtain information regarding student's employability skills
- b. Contact business and industry to determine job and employment opportunities for program participants and placement of participants
- c. Provide information on a variety of agency services to eligible participants and assist with job applications as needed
- d. Develop a communication network between community agencies, business and industry, schools, students and parents, if applicable
- e. Work closely with regional CareerSource Boards to determine opportunities available for students

2. Preparing reports

3. Collecting and recording data

4. Marketing Career Certificate and Adult Education courses and programs

5. Work with instructors to develop career curriculum and identify instructional resources

6. Work with Student Services on data and documentation of career certificate clock hours, OCPs, and certifications

7. Assist with administering and/or proctoring The Adult Basic Skills Examination (TABE), the GED® and other relevant tests (industry certificating, TEAS, etc.)

8. Identify resources for employability skills development and career skills development

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9. Conduct/coordinate workshops on resume building and interview skills

10. Coordinate guest speakers

11. Attend trainings as needed

12. Substitute as necessary

13. Perform Business Office/Student Services responsibilities as assigned

14. Other duties as assigned by program administrator

TERMS OF EMPLOYMENT:

This is a ten-month position. The salary is \$30,000 plus benefits.

Special Note: The hours of employment shall be established by the guidelines in the grant(s) and by the state and federal agencies involved; taking into consideration all applicable rules and regulations approved by the District.

NOTE – this is a grant funded position. The appointment of this position and the pay is contingent upon adequate grant funding and notification of same. Leave will be accrued and used during term of employment only, no terminal leave benefits will be paid at time of separation from grant position.

EVALUATION:

Performance to be evaluated annually by the BBTC Director in accordance with Board Policy for

evaluation of non-instructional personnel. In addition, performance level will be determined based on the performance measures stipulated in the grant.

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