I. Position Title

Career Development Facilitator

II. Position Description

Under the direction of the Coordinator, Career Development, the Career Development Facilitator, will work collaboratively with school sites and the business community to increase work-based opportunities for students and facilitate information related to dissemination of career development programs at the site.

III. Example of Duties/Responsibilities

A. Develop and/or continue to expand business partnerships, including mentors, internships, speakers, job fairs, and other opportunities which provide students with additional information related to career choices - E

B. Assist in the coordination of major student events related to the area of K-12 and Adult Education career development

C. Participate in the District Vocational Advisory Committee - E

D. Maintain on-going database of business partners with ACCESS to the Future - E

E. Publish an ACCESS update newsletter three (3) times a year to recognize business participation - E

F. Assist in conducting staff development, parent-community training in the area of career development – E

G. Assist with the development of career development grants

H. Assist in all career development activities as assigned

I. Meet with Career Development Coordinator on a weekly basis to overview priorities - E

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Work-based opportunities
• School-to-Career concepts
• Academy/apprenticeship opportunities
• Resources in the community for student placement
• Risk management issues
• Career Development standards and initiatives

Ability to:
• Contact businesses to become involved in ACCESS
• Use PC computer systems and software to develop and utilize a management system for placement of students in work-based learning experience (word-processing, spreadsheet, data base)

Education and Experience
• High school graduation or equivalent
• Two (2) years of college with coursework in behavioral sciences
• Two (2) years of positive work experience with students and teachers in work-based programs involving the business community
License
• Possess a valid California Driver’s license

Working Conditions

Environment
• School/community/commercial employment setting
• Inside/outside work environment
• Subject to adverse weather conditions and noise from equipment operation
• Traveling from site to site to conduct work
• Possible exposure to fumes, dust, and dirt
• Subject to diverse work settings, i.e. factories, food operation, hospitals, etc.
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Dexterity of hands and fingers to operate standard office equipment and standard office machines
• Standing and walking for extended periods of time
• Hearing and speaking to exchange information
• Seeing to inspect work environments and records

Hazards
• Exposure to chemicals and dust
• Exposed to unknown hazards from work site locations
• Biochemical hazards

Proposed: Carl Perkins Funding ($30,062.55 - $38,898.99 includes fringe benefits)
Salary Range: $1,798.98 - $2,400.40 per month
Annual Salary $21,587.73 - $28,804.74
Range: 22
Work Days: Twelve (12) months/6 hours per day
Fringe Benefits: Family medical, family dental, employee life insurance, and fully paid retirement

Board Approved: June 6, 2000