Classification Description

Job Title: Career Specialist, Charlotte Campus

Pay Grade: FSWSCHS Schedule

Job Code: 3847

FLSA Status: Exempt

Job Purpose

This is a responsible, professional academic support position accountable for career and College support services for high school students. The Career Specialist coordinates community contacts to facilitate career-related activities and scholarships for students. This is a 211 duty day on annual contract position.

General Responsibilities

Essential Functions

Conducts career and College planning sessions with students to help them think critically in resolving conflicts, solving problems, or making decisions.

Develops and makes presentations addressing career and College success.

Facilitates student career planning and decision-making; interprets career assessment instruments.

Conveys accurate and current career and College information to students, instructors and staff.

Represents the high school within the community and seeks community partnerships for career-related experiences, community service, and scholarships.

Responsible for the development and maintenance of the senior awards program.

Maintains a valid Florida Teaching Certificate or appropriate certification.

Adheres to the rules and regulations as prescribed by the State Board of Education Florida Statutes, Florida SouthWestern State College, the School Board, and administrative procedures.

Assists in upholding and enforcing school rules, administrative procedures and Board policies.

Understands and uses available technology, materials and tools related to the job.

Follows federal, state, College and department guidelines related to the job.

Promotes positive public relations for the school and the institution.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in the specific teaching discipline as outlined below.

Valid Florida teacher certification, equivalent, or eligible to receive certification.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 2, 2019 and Reviewed July 1, 2023, January 29, 2026 (r).