

**Pontotoc Technology Center
Career Development Coordinator**

JOB DESCRIPTION

Reports to: Director of Student Services

Prepared date: October 2020

Contract period: 7 Months PART-TIME

Salary: FLSA Status: Exempt

SUMMARY

The primary duty is to assist students with career planning. The coordinator will help students develop individual career plans, will assist students in writing and developing resumes, and will help organize a job fair in the spring for PTC students as well as students in career tech classes in PTC's partner schools. The coordinator will also aid in presenting soft skills/employability skills activities in each of PTC's programs. The coordinator can also assist the counselor in supporting partner school counselors and students in technical assistance in the development of ICAPs. The coordinator will further develop partnerships with area businesses by utilizing the Connect to Business feature in OK Career Guide.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Strong organizational skills, emphasizing the ability to work in a fast-paced, deadline-oriented environment.

Assist administration and counselors with development and implementation of career education activities and assist with interest-specific tours and job fairs.

Maintain a positive relationship with partner school counselors and administration and be able to follow a varied and flexible schedule that involves travel between school sites and activities.

Provide interpretations of vocational and academic assessments, distribute course information where appropriate, and assist students in sequencing courses for a specific career goal.

Must have proficient computer skills for assisting students with online assessments.

Demonstrate dedication to working with students in an objective and fair manner regardless of handicap, race, sex, national origin, age, or socio-economic background.

Other duties as assigned.

EDUCATION Bachelor's Degree with secondary teaching and/or counseling certificate preferred. Minimum of three years experience in teaching or counseling required. Experience in career and technical education or secondary counseling certification is preferred.

LANGUAGE Reasonable English and grammatical skills.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPECTED BEHAVIOR Maintain positive work atmosphere by behavior in a manner that promotes positive relationships with clients, customers, students, co-workers and supervisors. Maintain high degree of confidentiality regarding sensitive school, client, and student information and maintain reciprocal, courteous and conflict free relationship with all staff to promote a conflict free environment.