

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Career Development Specialist  
**\*This position is contingent upon WV Drop-Out Prevention Funding**

**Evaluated by:** Assistant Superintendent for Curriculum and Instruction

**Job Description:** The Career Development Specialist will work with county, state, college and community leaders to provide information, resources and support for intense career education and counseling targeting at-risk students in accordance with state law, the Drop-Out Prevention grant and West Virginia Board of Education and county policies and regulations.

**Qualifications:** Holds or qualifies for a license to work in the public schools of West Virginia  
Holds a minimum of a bachelor's degree from an accredited institution of higher education  
Possesses a strong career education/career development knowledge base  
Previous work experience in career education/career development preferred

**Length of Employment:** 220 Days

**Responsibilities:** The Career Development Specialist shall have the following responsibilities and duties:

1. To provide identified at-risk high school students with an intensive career education program.
2. To work collaboratively with the high school and PCTC counselors and Introduction to the Majors instructors to assist with career counseling activities, information, etc.
3. To work closely with students to identify their specific interests and strengths.
4. To explore career opportunities associated with identified interests and strengths through the use of a variety of resources including, but not limited to, *My Strategic Compass*, *Strengths Finder*, *WIN*, *WV Educonomy Labor Market*, *College Foundation of West Virginia (CFWW)* and *Education Report*.
5. To provide students with the academic and soft skill requirements for each career field and to provide resources and support to ensure that they have both.
6. To identify internships, career technical programs and/or part-time jobs that selected high school students may participate in, depending on their strengths, aptitudes and interests.
7. To work in conjunction with the Putnam County Chamber of Commerce and local businesses to identify available career opportunities as well as job forecasts for the local community and state.
8. To work collaboratively with institutions of higher education, particularly the community and technical colleges, to explore, develop and provide educational opportunities for identified students.
9. To develop individualized student plans that may include the substitution of career experiences for required courses, pending approval by the Assistant Superintendent for Curriculum and Instruction.

10. To develop and implement, with assistance from the middle school counselors, a middle school career exploration program that incorporates BASES.
11. To communicate effectively with the educational community and parents/guardians on a regular basis.
12. To meet professional responsibilities associated with the position.
13. To maintain professional work habits.
14. To maintain and upgrade professional skills.
15. To perform other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.