

NORTH KINGSTOWN SCHOOL DEPARTMENT

POSITION DESCRIPTION

Title: Career Assistance Coordinator

Reports To: Building Principal

Supervises: N/A

Summary of Responsibilities:

Responsible for assisting students to determine career interests and goals in light of each student's interests and aptitudes. Develops career placement program to ensure students secure appropriate career related experience during school and/or summer terms.

Essential Functions:

1. Maintains contacts with the business community to keep informed of state of the art innovations and job requirements to be reflected in the curriculum in order to develop marketable skills as required by prospective employers.
2. Forms partnerships with local businesses and industries in order to ensure students develop appropriate skills required for placement in the job market.
3. Identifies and develops special abilities of students in order to lead each student to achieve maximum personal growth, self understanding and maturity.
4. Assists students in developing action plans for achieving career goals.
5. Arranges career days to provide students opportunities to explore potential careers available in the community.
6. Assists each student in the preparation of professional portfolios consistent with their career interests.
7. Provides a placement program to enable students secure part time and summer positions in their fields of interest.
8. Maintains and disseminates changing job entry skill requirements and changing technologies in business and industry.
9. Conducts onsite job monitoring of students engaged in internship assignments.

10. Counsels and assists students in the selection of secondary courses consistent with their career interests.

11. Other duties as assigned by the building principal.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Teacher certification in secondary discipline. Vocational Education or Social Worker preferred. Masters degree in counseling and guidance preferred. One to three years experience in business and industry or comparable experience.