



## **CHARTER SCHOOL CAREER SPECIALIST**

Class Code:  
CHS180000

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: April 14, 2009  
Revision Date: May 1, 2020

### **SALARY RANGE**

\$18.56 - \$21.05 Hourly  
\$38,598.64 - \$43,793.23 Annually

### **GENERAL STATEMENT OF JOB:**

Under the general direction of the principal or designated supervisor serves as an integral part of the school's overall Student Development Program by planning and implementing a comprehensive career development program that integrates the academic world with the world of work. This is a specialized position.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Designs and implements the career development component of the comprehensive counseling and guidance program.
- Assists student development through individual and group contact: self-awareness, career awareness, educational awareness, decision making techniques, etc.
- Provides employability skills training and assists in job placement.
- Assists students and parents in developing the student's Career and Educational Plan.
- Coordinates career-related activities such as field trips, speakers, workshops, shadowing and internship experiences.
- Uses the student's individual Career and Educational Plan to facilitate the transition to employment, colleges, technical centers, military and dropout prevention programs.
- Serves as the liaison/registrar between high school and local High-Tech Centers: testing, advisement and placement of student sin to appropriate vocational and technical programs.
- Maintains and updates a career resource center.
- Disseminates career and educational training information to students, parent and staff.
- Uses the results of career surveys and state and national tests (e.g. TABE, PSAT, ASVAB, ACT, SAT, FCAT, etc.) to assist students in monitoring their educational progress and in making appropriate career choices.

- Serves as a liaison between school and community by maintaining labor statistics, current data on employers, business/industrial contacts, vocational/technical schools, colleges, continuing education programs and civic and governmental agencies.
- Ensures adherence to good safety procedures.
- Perform related work as required.

#### **MINIMUM QUALIFICATIONS:**

- Must have current Occupational Specialist certification.
- Two (2) years of fulltime successful occupational experience required.
- Bachelor's degree preferred.
- Additional occupational experience over requirement may substitute for degree.
- Bilingual skills encouraged.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Has general knowledge of report and record keeping principles and techniques.
- Has general knowledge of business mathematics.
- Skilled in both written and oral communications for effective expression and clarity.
- Ability to utilize a variety of modern office equipment, i.e., computers, facsimile machines and copiers.
- Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.
- Ability to organize and review work for efficient results and accuracy.
- Ability to perform duties with consistent courtesy and tact in the best interest of the public.
- Ability to issue and follow oral and written instructions.
- Demonstrated ability to work with diverse groups.

**REPORTS TO:** Principal or designated Administrator

#### **EXERTION TYPE:**

- Medium work. Position requires exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

#### **OTHER PHYSICAL REQUIREMENTS:**

**The following selected physical activities are required to perform the essential functions of this position.**

<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing	10%

	exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	10%
<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<b>Pulling</b>	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	10%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	80%
<b>Standing</b>	Particularly for sustained periods of time.	20%
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%
<b>Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.</b>		



# Charter School Career Specialist

Class Code:  
CHS180000

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: Jul 22, 2009  
Revision Date: May 14, 2014

## SALARY RANGE

\$38,598.64 - \$43,793.23 Annually

### GENERAL STATEMENT OF JOB:

Under the general direction of the principal or designated supervisor serves as an integral part of the school's overall Student Development Program by planning and implementing a comprehensive career development program that integrates the academic world with the world of work. This is a specialized position.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### SPECIFIC DUTIES AND RESPONSIBILITIES:

Designs and implements the career development component of the comprehensive counseling and guidance program.

Assists student development through individual and group contact: self- awareness, career awareness, educational awareness, decision-making techniques, etc.

Provides employability skills training and assists in job placement.

Assists students and parents in developing the student's Career and Educational Plan.

Coordinates career-related activities such as field trips, speakers, workshops, shadowing and internship experiences.

Uses the student's individual Career and Educational Plan to facilitate the transition to employment, colleges, technical centers, military and dropout prevention programs.

Serves as the liaison/registrar between high school and local High Tech Centers: testing, advisement and placement of students into appropriate vocational and technical programs.

Maintains and updates a career resource center.

Disseminates career and educational training information to students, parents and staff.

Uses the results of career surveys and state and national tests (e.g., TABE, PSAT, ASVAB, ACT, SAT, FCAT, etc.) to assist students in monitoring their educational progress and in making appropriate career choices.

Serves as a liaison between school and community by maintaining labor statistics, current data on employers, business/industrial contacts, vocational/technical schools, colleges, continuing education programs, and civic and governmental agencies.

Ensures adherence to good safety procedures.

Perform related work as required.

### **MINIMUM QUALIFICATIONS:**

Must have current occupational specialist certification. Minimum two years of full-time successful occupational experience required. Bachelor's degree preferred. Additional occupational experience over requirement may substitute for degree.

### **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

Has general knowledge of report and record keeping principles and techniques.

Has general knowledge of business mathematics.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.

Is able to establish and maintain effective-working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Is able to issue and follow oral and written instructions.

Demonstrated ability to work with diverse groups.

### **MINIMUM STANDARDS REQUIRED:**

Physical Requirements: Tasks involve some walking, standing; some unassisted lifting, carrying, pushing and/or pulling of light weight objects up to 20 pounds. Tasks may involve extended periods of visual concentration.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

**Intelligence:** Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks are generally performed without exposure to adverse environmental conditions.



# The School District of Lee County

## Job Description

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**JOB TITLE:** Specialist, Job Coach

**FLSA STATUS:** Non-exempt

**PAY GRADE:** 5

**SALARY SCHEDULE:** Support

**JOB CODE:** 505840

**BARGAINING UNIT:** SPALC

**DAYS PER YEAR:** 187

**WORKER'S COMP**

**CATEGORY:** 9101 - All Other

**MAJOR FUNCTION:**

Assist students in acquiring the skills and abilities needed to obtain and retain competitive employment.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Two (2) years of study at an institution of higher education; or an Associate's degree or higher; or successful completion of a formal academic assessment that demonstrates either knowledge of and the ability to assist in instructing in reading, writing, mathematics, and other academic subjects or knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness.
- Four (4) years of experience in a comparable position.
- Valid Florida driver's license.

Such alternatives to the above qualifications as the Board may find acceptable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read and follow oral and written instructions.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.
- Ability to work a flexible schedule on occasion.

**REPORTS TO:** Director, Exceptional Student Education or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Assist with the program/educational support of individual students who require intensive employment training and ongoing support services.
- Assist with the implementation of the appropriate employment model and serve as a role model reflecting the appropriate business-like appearance and behavior.
- Assist in locating and analyzing prospective job placements for students.
- Assist families in understanding the benefits of supported employment.
- Serve as a liaison between the District, the community, agencies, students, and their families in obtaining and maintaining employment placement.



# The School District of Lee County

## Job Description

- Work closely with employers to ensure student compliance with job requirements.
- Assist students with on-the-job training and provide suggestions to the employer for job modification.
- Obtain written evaluations from the employer regarding student work performance.

### OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%





# The School District of Lee County

## Job Description

<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

### TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

**JDE NUMBER:** S-11.45

**BOARD ADOPTION:** 7-27-04



# The School District of Lee County Job Description

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**REVISIONS:** 11-7-18

**REVIEWED:** 7-1-05

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.