

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Career School-To-Work

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Knowledge of computer applications as related to specific job duties.

REPORTS TO Facilitator, School-to-Work

SUPERVISES No supervisory duties

POSITION GOAL

To support the School-to-Work initiative in Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. * Assist School-to-Work contact at the school level in recruiting students for work-based programs.
2. * Facilitate work-based opportunities for students.
3. * Serve as a liaison between the schools and the School-to-Work Facilitator.
4. * Assist in administering career assessments to students.
5. * Collect data related to School-to-Work activities.
6. * Complete reports to meet local, state, and national requirements.
7. * Assist in promoting linkages among the high schools and their feeder middle and elementary schools.
8. * Assist with the promotion of the School-to-Work initiative among school faculty and staff.
9. Perform other duties as assigned by the Facilitator, School-to-Work.

**Denotes essential job function/ADA*

+ This is a grant position and is renewable from year to year for up to three years. At the completion of the grant, the District will be under no obligation to continue this position.

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B2 \$17,698 - \$31,430
M-10 D-196 H-1470.0

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **12**
EEO-5 Line **43**

Function **6300**
Survey Code **63101**
Job Code **1972**

ADA CODES

2 **Sedentary Work**
3 **A - C / O - P / T - V**
4 **Indoors**

BOARD APPROVED

October 14, 1997