



## City of St. Charles School District

### CAREER SERVICES SPECIALIST

Reports to:	Director of the Lewis & Clark Career Center
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	Full-time 246 Days
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

This position will work with future and current Lewis & Clark students in career planning and placement as well as work with area businesses to administer the Missouri One Start grant program through the Missouri's Department of Economic Development.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Administers career interest assessments to selected prospective Lewis & Clark students.
- Coordinates the scheduling of career interest assessments through relationships with Workforce Experience Coordinators with St. Charles County school districts.
- Maintains relationships with area businesses and coordinates biannual career fair and job opening postings.
- Coordinates career preparation activities such as mock interviewing for current Lewis & Clark students.
- Coordinates the development of resumes for current Lewis & Clark students.
- Coordinates the writing of the Missouri One Start grant program with clients within industries such as manufacturing, distribution, and other qualified areas.
- Acquire knowledge of client businesses and related training needs to help clients develop a skilled workforce.
- Assist clients in training needs analysis, instructional design, and specialized training activities.
- Provide guidance to business clients in completing the required documents that are to be submitted for state approval.
- Provide timely submission of reimbursement requests and year-end documentation.
- Monitor ongoing training projects and serve as a liaison with the State of Missouri's Department of Economic Development.
- Knowledge of various State and Federal Requirements for Programs for assistance for economic development training incentives.
- Maintain good public relations within the district and in the general community.
- Maintain appropriate parent communication when necessary.

- Work as a cooperative team member within the Lewis & Clark Career Center.
- Maintain proper stewardship regarding supply and material budgets.
- Maintain prudent and accurate financial records for applicable outside projects.
- Attends/Completes District PD and training.

**INTERPERSONAL RELATIONS:**

- Demonstrate positive interpersonal relationships with students, schools, and business professionals.
- Demonstrate positive interpersonal relationships with office and district staff.

**PROFESSIONAL RESPONSIBILITIES:**

- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.
- Maintain confidentiality and unquestionable integrity with staff and students.

**SUPERVISORY RESPONSIBILITIES:**

- Not applicable.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty 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:**

- Bachelor’s degree preferred
- Professional experience in career counseling/planning preferred
- Professional experience working with students with special needs preferred
- Professional experience in coordinating grants, grant writing, and grant budget reporting preferred
- Professional experience working with businesses in a client-relationships preferred ● Professional experience working with state agencies preferred

**OTHER SKILLS AND ABILITIES:**

- Must be able to problem solve and apply critical thinking skills.
- Must have strong interpersonal, communication, and customer service skills.
- Must be organized, efficient, detail oriented, and have the ability to take initiative.
- Must have excellent computer skills including Microsoft Office and Google applications.

**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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of 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. The noise level in the work environment is usually quiet to loud depending on the assignment of the position. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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