

**JOB DESCRIPTION
CAREER DEVELOPMENT COORDINATOR**

Primary Purpose of Position:

The primary purpose of this position is to provide and coordinate career development services to students in local schools and school systems.

Description of Responsibilities:

The Career Development Coordinator's (CDC) role is to support Career and Technical Education (CTE) and to coordinate career development services for students participating in CTE. The CDC works collaboratively with administrators, student services personnel, and teachers to ensure the delivery of career development services. CDCs facilitate linkages with parents, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.

The CDC responsibilities incorporate the North Carolina Standard Course of Study, National Career Development Guidelines, the National Model for School Counseling Programs, and Future-Ready Students For the 21st Century. Specific Career Development Coordinator responsibilities are outlined as follows.

1.00 CAREER DEVELOPMENT

- 1.01 Coordinate career development services.
- 1.02 Promote career awareness, exploration, and planning.
- 1.03 Provide career development, occupational, labor market, non-traditional career, and postsecondary information.

2.00 PREPARATORY SERVICES

- 2.01 Assists students with selection of appropriate academic and CTE courses.
- 2.02 Coordinate career planning activities in classrooms, groups, or individual sessions.
- 2.03 Provide and coordinate administration and interpretation of career assessments.
- 2.04 Provide information on postsecondary education programs and employment opportunities.
- 2.05 Assist students with postsecondary education and employment opportunities.

3.00 TRANSITION SERVICES

- 3.01 Facilitate work-based learning opportunities.
- 3.02 Provide and coordinate activities for students to develop employability skills.
- 3.03 Promote the integration of career research and work-based learning opportunities into CTE and academic courses.
- 3.04 Promote the use of technology for career planning and research.

4.00 PARTNERSHIPS

- 4.01 Facilitate business, education, and community partnerships that provide opportunities for students and support CTE.
- 4.02 Serve as a liaison with the business, industry, education, and military community.
- 4.03 Publicize partnership resources.

5.00 PROFESSIONAL DEVELOPMENT

- 5.01 Participate in professional development activities at the local, regional, state, and national levels.
- 5.02 Engage in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.