



Job Description

Title:	Global Career Development Facilitator (GCDF)
Qualifications:	<ul style="list-style-type: none"> • BA or BS degree in education, business, or a related field • Must possess GCDF certification or be willing to obtain certification within a specific time as a condition of employment • Experience working with middle and/or high school age students • Experience working with businesses and industries • Understanding of and commitment to Career and Technology Education
Reports To:	Principal and CATE Director The GCDF will also work under the supervision of a certified guidance counselor.
Terms:	190 days
Pay Scale:	Control Specialist Scale 13
Status:	Exempt

Essential Responsibilities:

- Coordinates and presents professional development workshops in career development and guidance for teachers, school counselors, and work-based constituents.
- Assists schools in promoting the goals of quality career development of students in grades kindergarten through twelfth grade.
- Assists school counselor(s) and students in identifying and accessing career information and resource materials.
- Provides educators, parents, and students with information on career and technology education programs offered in the district.
- Supports students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study.
- Learns and becomes familiar with ways to improve and promote career development opportunities within the district.
- Attends continuing education programs on the certified career development curriculum sponsored by the Regional, State, and Local district.
- Assists with the selection, administration, and evaluation of career interest inventories.
- Assists schools in planning and developing parent information on career development.
- Coordinates with school counselor(s) and facilitates career events, career classes, job shadowing, and career programming.
- Coordinates community resources and citizens representing diverse occupations in career development activities for parents and students.

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- Coordinates and assists counselor(s) with the implementation of the district's student career plan for Individual Graduation Plan (IGP).
- Maintains account information for all students.
- Models appropriate behavior with student, parent, and colleague interactions.
- Assists counselor(s) in filing of documents, tests scores, etc. that are stored in cumulative records.
- Assists in the implementation of the state or district assessments.
- Performs all other duties and responsibilities assigned by the Principal/Director.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

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 stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

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.

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The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.

EEO Statement:

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____

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