

HILLSBORO SCHOOL DISTRICT 1 J

JOB DESCRIPTION

2010

TEACHER - CAREER CENTER

DIVISION: Support Services
DEPARTMENT: School Building
IMMEDIATE SUPERVISOR: Building Principal

GENERAL DUTIES: The Career Center is an educational and career planning resource center for students and staff. The center provides essential information resources and services that school staff will need to assist students. Support will be made available to students as they plan for their high school and post high school programs leading to a career. The duties of the Career Center teacher are aligned with the three primary functions of the Career Center.

ESSENTIAL REQUIREMENTS:

- A. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon, or counseling certificate and experience in career guidance
- B. Must be able to demonstrate knowledge and understanding of career guidance concepts, standards, and practices
- C. Must be able to work with school counselors and instructional staff as well as students and community members
- D. Must be able to organize and facilitate educational and career guidance activities as outlined in the District's comprehensive guidance program and career development curriculum
- E. Computer, communication, and collaborative skills are required
- F. Physical requirements which may include:
 - 1. In an eight hour day the employee may:
 - a. Stand/walk 3 - 6 hours
 - b. Sit 2 - 4 hours
 - 2. The Career Center teacher may occasionally:
 - a. Bend, kneel, squat
 - b. Climb stairs or ladders
 - c. Use hands for repetitive motions
 - d. Lift and hold to forty pounds

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Teacher - Career Center: (Continued)

ESSENTIAL RESPONSIBILITIES:

- A. The competent Career Center Teacher will:
1. Organize and maintain current information resources for high school and post high school educational planning and career planning
 - 1.1 Resources shall include, but not limited to: two and four year college admissions and financial aid information, SAT/ACT testing information, military information, business and trade school information, apprenticeship information, occupational information, and entry-level job information
 - 1.2. Assist with organizing and scheduling college visitations and parent information nights
 - 1.3. Assist with publishing financial aid information to students and parents
 - 1.4. Assist students with completing transition plans for college, job training, or entry-level employment
 - 1.5. Assist with writing student recommendations for college or other post high school programs and/or job applications
 2. Assist counselors and teachers with instructional activities that are associated with grade level career development curriculum
 3. Coordinate the administration and interpretation of interest and aptitude assessments for students
 4. Organize and schedule career seminars with outside guest speakers
 5. Provide staff inservice training for career development assessment and instruction as needed
 6. Coordinate school to work activities for the high school and feeder middle schools to assist students and teaches with accessing work-based and service learning opportunities in the community
 7. Serve as school liaison for the regional school to work system and supporting organizations, i.e. Future Workers of Oregon, Chamber of Commerce, Oregon Department of Employment
 8. Monitor quality and safety assurances for school to work experiences provided for students and provide corrective feedback to administrators, staff, and/or employers when needed
 9. Assist with preparation of students for work-based learning experiences
 10. Provide ongoing information to staff and students regarding available school to work services
 11. Coordinate Good Jobs Program with the school to work services

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Teacher - Career Center: (Continued)
Essential Responsibilities: (Continued)

12. Post available job information for students seeking part-time employment. Advise students of opportunities to enhance jobs with structured work experience objectives

13. Perform other related duties as assigned by the principal and/or Superintendent