



Gaston County Schools

Career Development Coordinator/Business Education Teacher

Definition

The Career Development Coordinator's (CDC) role is to support Career and Technical Education (CTE) and to provide and 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. This is a dual employment position.

Duties and Responsibilities

- Teach North Carolina Career and Technical Education (CTE) Essential Standards.
- Coordinates career development services.
- Promotes career awareness, exploration, and planning.
- Provides career development, occupational, labor market, nontraditional career, and post secondary information.
- Responsible for planning, organizing, and presenting instruction and providing instructional environments that help students learn subject matter and skills that will contribute to their educational and social development.
- Assists students with selection of appropriate academic and CTE courses.
- Coordinates career planning activities in classrooms, groups, or individual sessions.
- Provides and coordinates administration and interpretation of career assessments.
- Provides information on postsecondary education programs and employment opportunities.
- Assists students with postsecondary education and employment opportunities.
- Facilitates work-based learning opportunities.
- Provides and coordinates activities for students to develop employability skills.
- Promotes the integration of career research and work-based learning opportunities into CTE and academic courses.
- Promotes the use of technology for career planning and research.
- Facilitates business, education, and community partnerships that provide opportunities for students and support CTE.
- Serves as a liaison with the business, industry, education, and military community.
- Publicizes partnership resources.
- Participates in professional development activities at the local, regional, state, and national levels.
- Engages in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.
- Interprets student data for school and district.
- Has teaching duties.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of management and supervision.
- Knowledge of local policies, state and federal laws relating to minors and employees.



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- Knowledge of technology; contract management.
- Knowledge of methods and procedures of supervision and evaluation.
- Knowledge of current educational theories and practices.
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Skilled in assessment and using its data for teaching and learning.
- Ability to meet the needs of all learners.
- Ability to plan, coordinate, and continuously improve instruction.
- Ability to analyze situations, determine possible options, and make appropriate decisions based on the facts.
- Ability to articulate school and District policy.
- Ability to have energetic approach to responsibilities.
- Ability to maintain a positive personality.
- Ability to be creative.
- Ability to accept criticism and grow as the result.
- Ability to visualize and implement change.
- Ability to work well under pressure while withstanding stress.
- Ability to be self-motivated.
- Ability to prepare and maintain accurate records.
- Ability to communicate effectively verbally and in writing.
- Ability to develop and compile records and reports.
- Ability to establish and maintain working relationships with employers, students, teachers, parents, and administrators.
- Ability to demonstrate outstanding leadership.
- Ability to be flexible.
- Ability to manage multiple tasks.
- Understanding the growth and development of assigned students.
- Experience with Professional Learning Communities (PLCs).
- Experience with Smartboard® and other forms of technology.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.
- Must be physically able to operate a variety of equipment including computers, copiers, etc.



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Minimum Education and Experience

- A Bachelor’s Degree and current license in any Career and Technical Education Program Area **OR** a Master’s degree in School Counseling or Career Counseling and a clear teaching license as a school counselor. Licensed in Business Education (00760).
- One year of work experience related to business, industry, or labor within the past five years **OR** one year as a coordinator of work-based learning in a Career and Technical Education program area **OR** one year work experience in school counseling.
- Completion of Course work (6 hours):
 - a. For those who hold a CTE license: Counseling theory (required), plus three additional hours from among: career development and counseling, career and life planning, career development and occupational information **OR**
 - b. For those who hold a school counseling license: Six hours in: Program planning and organization in Career and Technical Education Work-based learning organization **OR**
 - c. Completion of the Career Development Facilitator course available through the NC Workforce Development Training Center (in cooperation with NC DPI and NC SOICC) to satisfy all course requirements.

This Position Reports Directly to: School Principal

Classification: Exempt

Salary: North Carolina Teacher’s Salary Schedule

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools website at www.gaston.k12.nc.us

- Select “Jobs”
- Select “Careers/Job Opportunities”
- Select “Start an application for employment”
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of college transcripts (degree dated)



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- Copy of Praxis or state test results (if license completed)
- Three completed current Reference Surveys (from non Gaston County Schools employees) in Applitrack application or three current letters of recommendation or a combination of the two
- Copy of Certifications/Licenses

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Derrick Jackson, Principal
Cherryville High School
313 Ridge Avenue
Cherryville NC 28021
Email: dajackson@gaston.k12.nc.us