



<b>Title:</b>	Career Development Coordinator
<b>Reports to:</b>	CTE Director
<b>Terms of Employment:</b>	10 Months – Part Time
<b>Salary:</b>	NC State Salary Schedule

### Career Development Coordinator's Essential Responsibilities

#### **Summary of Responsibilities:**

The Career Development Coordinator (CDC) works collaboratively with administrators, student services personnel, teachers, parents, business/industry, postsecondary institutions, military, community organizations, and other stakeholders to ensure the delivery of career development services for students. The CDC responsibilities incorporate the North Carolina Essential Standards, National Career Development Guidelines, the National Model for School Counseling Programs and Future-Ready Students for the 21st Century.

#### **Essential Functions and Responsibilities:**

**Standard I:** Career development coordinators demonstrate leadership, advocacy, and collaboration.

- 1.01 Career development coordinators demonstrate leadership in the school, district and community.
- 1.02 Career development coordinators enhance their profession. They strive to improve the profession by staying current in research and best practices.
- 1.03 Career development coordinators advocate for their programs and students.
- 1.04 Career development coordinators demonstrate high ethical standards. They demonstrate ethical behaviors.

**Standard II:** Career development coordinators promote a respectful environment for a diverse population of students.

- 2.01 Career development coordinators foster a school environment in which students have positive, nurturing relationships with caring adults.
- 2.02 Career development coordinators embrace diversity in the school community and in the world.
- 2.03 Career development coordinators treat students as individuals.
- 2.04 Career development coordinators adapt their services to accommodate diverse student populations.
- 2.05 Career development coordinators work collaboratively with the families and significant adults in the lives of students.

**Standard III:** Career development coordinators understand and facilitate the implementation of a comprehensive career development program.

- 3.01 Career development coordinators align their programs to support student success in the North Carolina Standard Course of Study.
- 3.02 Career development coordinators understand how their professional knowledge and skills support and enhance student success.
- 3.03 Career development coordinators recognize the interconnectedness of the comprehensive education program and academic content areas/disciplines.
- 3.04 Career development coordinators develop comprehensive career development programs relevant to students.

**Standard IV:** Career development coordinators promote learning for all students.

- 4.01 Career development coordinators know how students learn. They understand the teaching and learning process and how it impacts students.
- 4.02 Career development coordinators help students develop employability skills. They assist all students with developing academic, career, and personal/social skills.
- 4.03 Career development coordinators use and promote effective listening and communication skills.

**Standard V:** Career development coordinators actively reflect on their practice.

5.01 Career development coordinators analyze the impact of the career development program.

5.02 Career development coordinators link professional growth to the needs of their school and their program goals.

5.03. Career development coordinators function effectively in a complex dynamic environment.