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TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Career Guidance Senior Specialist

Reports to: Director, College and Career Readiness
Department: College and Career Readiness
Number of Days: 220
Compensation: Teachers' Salary Schedule
Overtime Status: Exempt
Date Job Revised: June 2, 2009

Position Summary: Coordinate and supervise career guidance activities, provide materials and resources for teachers and students. Provide career clusters concepts and college readiness information in all TPS secondary schools through plans of study and career awareness, exploration and development.
Supervise Family and Consumer Science (FACS) teachers.

Qualifications/Job Requirements:

Education:

- Bachelor's degree.

Specialized Knowledge, Licenses, etc:

- Current teaching certificate.

Experience:

- Knowledge of the Career Tech programs and philosophy.
- Experience in working with the 16 national career clusters.
- Knowledge of the career cluster concept, including career pathways and majors, plans of study, and postsecondary resources.
- Experience with job shadowing, work based learning internships, mentoring and other career development strategies.
- Knowledge of career development strategies and resources for secondary students, including the Oklahoma Career Information System (OKCIS).

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: TPS teachers, counselors, administrators and staff at ESC and in schools.
- External: Junior Achievement, Tulsa Technology Center, Tulsa Tech Prep Consortium, Advisory Boards, business partners.

Duties and Responsibilities:

- Provide career guidance information and materials to teachers and students. Work with postsecondary institutions, community organizations and businesses to promote career awareness and exploration. 80%
- Supervise nine Family and Consumer Science teachers. 20%
- Research career guidance materials and assessment in print and electronic formats.
- Provide career guidance information for teachers and students.
- Promote career guidance activities in all Career and Technology classes.

- Coordinate Individual Career Plans at high and middle schools.
- Provide leadership to align courses to the sixteen national Career Clusters.
- Assist teachers and counselors to provide career pathways and career majors.
- Serve as liaison between Tulsa Public Schools and Jr. Achievement.
- Serve as liaison between Tulsa Public Schools and Tulsa Technology Center.
- Provide leadership to Family & Consumer Science (FACS) teachers.
- Attend regional and state FACS meetings.
- Assist with state competency testing professional development and marketing as needed.
- Other duties as assigned.