

Civil Division: Schools – Oneida-Herkimer BOCES
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 02/11/11

CAREER EXPLORATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES and involves responsibility for facilitating and coordinating career exploration/pre-employment training programs for students in component school districts in grades K-12. An employee in this class is responsible for assisting program participants in career exploration, career decision making, part-time work experience, work place competencies, specialized skill training, and social skills. The work is performed under the direct supervision of the Director, who as necessary, offers guidance and instruction on individual problem cases and reviews their progress. Supervision, dependent upon assignment or project, may be exercised over the work of clerical and paraprofessional assistants. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Facilitates pre-employment training programs including personal and work skills, how to get and keep a job, and work place competencies;
Coordinates career exploration activities including career shadowing, career days, career fairs, career speakers, and career field trips;
Coordinates career mentoring programs including the recruitment of mentors, the training and support of mentors, and orientation and support of student mentees;
Locates new work site positions and places students in appropriate positions for summer and part-time employment;
Assists participants in classroom training to facilitate their transition to employment;
Provides information to students regarding job opportunities, training or apprentice programs and vocational education;
Conducts orientation and/or informal informational sessions with student groups regarding career opportunities in the community;
Participates in staff meetings designed to define student employment goals, problems and to evaluate progress;
Prepares a variety of narrative as well as tabular reports;
Communicates student progress to classroom teachers and parents.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of training and educational programs sponsored by the BOCES; working knowledge of concepts of the cultural, environmental and personal factors influencing the lives of program clientele; working knowledge of interviewing practices and techniques; working knowledge of community organizations; working knowledge of job search techniques; working knowledge of sources of job placement; ability to apply the knowledge in the performance of duties; ability to facilitate small groups of students; ability to evaluate program participant interest; ability to motivate program participants; ability to evaluate participants vocational interests and aptitudes; ability to establish and maintain effective interpersonal relationships with participants, employers and training agencies; ability to prepare, as well as interpret, narrative and tabular reports; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in social or behavioral science, human services or resources, or counseling, education, vocational rehabilitation, educational rehabilitation or a related field **AND** one (1) year of experience working with youth; **OR**
- (B) Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university **AND** three (3) years of experience, as outlined in (A) above.

NOTE: Verifiable part-time and/or volunteer experience as outlined in (A) above will be prorated toward meeting full-time experience requirements.