

Career Development Coordinator (Special Populations)

11 months of employment

Description of Responsibilities

The Career Development Coordinators (CDC) role is to support Career and Technical Education (CTE) and to 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.

The CDC responsibilities incorporate the North Carolina Standard Course of Study, National Career Development Guidelines, and the National Model for School Counseling Programs and Future-Ready Students For the 21st Century.

Specifically the Career Development Coordinator and Career Facilitator:

- Coordinate activities to assist students in making realistic educational choices resulting in the selection of an appropriate Course of Study.
- Facilitate activities which enable students to move successfully through their selected Courses of Study from beginning courses to higher level courses.
- Provide students help as they move from middle to high school and from high school to post secondary education, military service and/or employment.
- Establish linkage between school and community that offers support for CTE and opportunities for students.
- Publicize CTE programs and accomplishments to provide heightened community awareness of educational and career opportunities.

Special Population Services

The role of the Special Populations Coordinator is to:

- Identify members of special populations enrolled in Career-Technical Education programs.
- Assess the special needs (career interests and learning styles are required) of special populations students enrolled in Career-Technical Education programs.
- Develop and implement the Special Populations Component to the Career Development Plan (Career Development Plan-Plus).
- Coordinate special services for special population students.
- Assist with fulfilling transitional services for special population students.
- Provide guidance and career development activities for special population students.
- Maintain records documenting access to, progress through, and successful completion of Career-Technical Education Programs for special population students.

Program Area: Career Development Coordinator License Number: 747

Required Degree Level: Bachelors (Masters in School Counseling or Career Counseling Preferred)

Required Years of Work Experience: 1 year within the past 5 years

Examples of Related Work Experience: Industry-related career development work experience in business, industry, or labor; or as a coordinator of work-based learning (job-shadowing, internships, cooperative education, apprenticeships); or as a Career and Technical Student Organization (CTSO) advisor; or in school counseling

Semester Hours Required for License: 6 (in one school year)

Required Courses: 3 semester hours in Counseling theory OR successful completion of the Facilitating Career Development (FCD) course will satisfy required and elective requirements.

(The FCD course is formerly known as Career Development Facilitator (CDF) course.. Elective Courses: 3 semester hours from the following: Career development and counseling, Career and life planning, or Career development and occupational information

Note: Successful completion of the Career Development Facilitator (CDF) course will satisfy required and elective requirements. The CDF course is available through the NC Workforce Development Training Center and through NC DPI.

Required Credentials: Current License in a CTE program area

Required Courses: Program Planning and organization in Career and Technical Education and Work-based Learning. Successful completion of the Career Development Facilitator (CDF) course will satisfy required and elective requirements

Required Induction by all candidates: NC DPI CDC Induction program and Special Populations Induction (this position includes Special Population duties as well).