

# **CAREER AND EDUCATION OUTREACH SPECIALIST JOB DESCRIPTION**

**JOB SUMMARY:** Provides career and labor market information to 6<sup>th</sup>-12<sup>th</sup> grade students to help prepare them for the future workforce. The Career and Education Outreach Specialist primary goal is to help students make educated decisions about their career pathways. Work involves implementing plans, goals, strategies, deliverables, and timelines to meet objectives when partnering with school districts. Other work involves reporting and providing consultative and technical services to Workforce Solutions Youth Services, Education Service Centers, community partners, employers, and Vocational Rehabilitation services for youth.

## **ESSENTIAL JOB FUNCTIONS:**

- Provide career information and resources to students in grades 6-12, parents/guardians, and school district staff with partner school districts in the South Plains Texas region.
- Serve as primary resource to assigned school district(s) for labor market information at the county, region, and state levels.
- Serve as primary resource to assigned school district(s) for career-related tools and resources.
- Develop career-related presentations and guides based on the needs of stakeholders.
- Support and promote regional Career and Education activities and initiatives such as the South Plains Career Expo, the High Demand Job Training partnerships, and Teacher Externships.
- Coordinate with Student HireAbility Navigator in providing career-related services to students with disabilities.
- Travel is required within region and limited overnight travel may be required to attend regional, state, or national conferences, workshops, meetings, or trainings.

## **OTHER RESPONSIBILITIES:**

- Present to 6<sup>th</sup> -12<sup>th</sup> grade students on topics such as regional demand occupations, employability skills, and career preparation in small and large group settings, virtual and in-person.
- Introduce students, parents, and educators to tools and resources available related to careers.
- Conduct individual career pathway exploration meetings with 8<sup>th</sup>-12<sup>th</sup> grade students.
- Participate in school events such as Open House or Parent Nights to provide career information and resources.
- Engage with and train school district staff members on career tools and resources.
- Research current labor market trends to provide viable information to students, parents, and other stakeholders.
- Use tools such as Canva, We Video, and PowerPoint to create engaging presentations and outreach materials for students, parents, and school districts.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Work independently and cooperatively within a team environment
- Excellent organizational and customer service skills
- Establish and maintain effective working relationships with secondary and post-secondary education and training providers, local employers, and students
- Responsible and efficient with time and task management

- Skilled and effective oral and written communicator with demonstrated ability to work with diverse populations
- Proficient in a variety of computer software applications (Office365, Adobe, MS Teams, Zoom, etc.).

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited four-year college or university in human services, business, education, or a related field.
- One additional year of full-time qualifying experience may be substituted for each year (30 semester hours) of college up to a maximum of two years.
- Four years of full-time work experience; preferably in the fields of education, workforce development or Career and Technical Education (CTE), preferably in gathering and reporting outcomes.
- Independent School District experience as a teacher or counselor working with at-risk middle or high school populations.
- A master’s degree from an accredited college or university is desirable and may be substituted for two years of the required qualifying experience.

**PHYSICAL DEMANDS:**

- Employee is regularly required to sit, walk, or stand for extended periods of time.
- On occasion, the employee will be required to lift/push/ or pull up to 25lbs.

**WORK ENVIRONMENT:**

- Ability to drive long distances within the South Plains Region
- Noise level in the office environment is moderate.

**TRAVEL REQUIREMENTS:**

- Ability to travel by air
- Ability to travel for activities such as meetings with customers, other agencies, or any other necessity that requires travel.
- Must be able to provide reliable self-transportation for regional travel and maintain a valid Texas motor vehicle driver’s license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background check will be conducted.

Supervisor Signature and Date

\_\_\_\_\_

Executive Director Approval and date

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Employee Signature and Date

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Grade/Salary: \_\_\_\_\_  
 Supervisor Title: Chief Operating Officer  
 Exempt: Yes\_x\_ No\_\_\_