



# SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION DEPARTMENT OF HUMAN RESOURCES

Post Office Box 96 - Courtland, Virginia 23837

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## **Career Services Specialist Job Description**

**Job Summary:** The Career Services Specialist is responsible for coordinating and managing training, services, financial records and supervision of youth ages 16 to 21. The specialist is also responsible for ongoing communication with all stakeholders, and therefore, requires experience with written and oral communication. The location will be at Southampton Technical Career Center.

**FSLA Status:** Exempt

**Work Year:** 12 months (Full Time Position)

**Reports to:** Supervisor of Career and Technical Education

**Salary:** Determined by education and experience

### **Education and Experience:**

- College Degree with certification in social work, guidance, or teaching
- Supervisory responsibilities required.
- Experience working with the public.

### **Required Skills/Abilities:**

- Knowledge of Southampton County
- Knowledge of Microsoft Word, Excel, and Publishing programs.
- Experience in writing and oral communication
- Supervises Workforce Innovation and Opportunity Act (WIOA) for “In-School Youth sixteen (16) to twenty-one (21) years of age.

### **Duties/Responsibilities:**

- Supervise Workforce Innovation and Opportunity Act (WIOA) for “In-School Youth sixteen (16) to twenty-one (21) years of age.
- Conforms to all state laws and regulations.
- Acts as liaison with administrators, school guidance counselors, visiting teacher, and other stakeholders
- Cooperates with school principals
- Coordinates and plans training sessions
- Coordinates and plans tutoring classes
- Communicates with staff, parents, and students about the program
- Communicates with community about the program
- Provides work based learning experiences for youth participants
- Provides support to transition of all eligible youth participants into the workforce, post-secondary education or military.
- Adheres to the Performance Expectations
- Works with existing specialist to meet or exceed all program requirements
- Performs other duties as assigned by supervisor
- Manages budget, creates and submits monthly financial records and reports
- Creates and records case management data on all eligible youth participants

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Southampton County School Board's policy manual as well as Hampton Roads Workforce Council Monitor and Auditor.

**Physical Requirements:** This is an itinerant position and requires travel between schools and/or job sites. While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk.

To apply electronically, please visit <https://www.applitrack.com/southampton/onlineapp>

**An Equal Opportunity Employer**

Southampton County Public Schools is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above statues is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Cortland, VA. 23837, (757) 653-2692