



SOUTHAMPTON COUNTY SCHOOLS

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Dr. Gwendolyn P. Shannon, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James D. Pope, III, Vice-Chairman

Job Description

Job Title: Career Services Specialist
Location: Southampton Technical Career Center
Reports To: Supervisor of Career and Technical Education

Professional Qualifications:

1. College Degree with certification in social work, guidance, or teacher
2. Knowledge of Southampton County resources, businesses, and stakeholders
3. Knowledge of Microsoft Word, Excel, and Publishing programs.
4. Experience working with the public
5. Experience in writing and oral communication

Supervise:

Workforce Innovation and Opportunity Act (WIOA) for “In-School Youth sixteen (16) to twenty-one (21) years of age and Out-of School Youth sixteen (16) to twenty-four (24) years of age.

Essential Duties:

1. Conforms to all state laws and regulations.
2. Acts as liaison with administrators, school guidance counselors, visiting teacher, others
3. Cooperates with school principals
4. Coordinates and plans training sessions
5. Coordinates and plans tutoring classes
6. Communicates with staff, parents, and students about the program
7. Communicates with community about the program
8. Provides work based learning experiences for youth participants
9. Provides support to transition of all eligible youth participants into the workforce, post-secondary education or military.
10. Adheres to the performance expectations
11. Works with existing specialist to meet or exceed all program requirements
12. Performs other duties as assigned by supervisor

Terms of Employment: 10-month full-time position

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Southampton County School Board’s policy manual.

Board of Education

Berlin/Ivor District Florence W. Reynolds	Boykins District Dr. Carolyn Modlin	Capron District James D. Pope, III	Drewryville District Donna Rountree	Franklin District Lynn J. Bradley	Jerusalem District Christopher Smith, Sr.	Newsoms District Denise B. Bunn	At Large Dr. Deborah Goodwyn William Worsham
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