



## High School Career Coordinator

### BASIC FUNCTION

The Career Coordinator is responsible for a broad range of career/interest related school and community activities. The Career Coordinator provides leadership, ~~to~~ ~~the~~ ~~class~~. This summary provides examples of

ification.

### KEY RESPONSIBILITIES:

- x Serves as the school's primary contact for career related learning in grades 9-12, under the supervision of the School

- x Performs other duties as assigned.

### EDUCATION & EXPERIENCE

- x Bachelor's Degree
- x Minimum of three years of experience working in a position requiring collaboration, partnership building and creative problem solving.
- x Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

### KNOWLEDGE, SKILL & ABILITIES

- x Experience working with high school students and diverse

