



## Career-Tech Specialist Job Description

**Job Title:** Career-Tech Specialist (9-Month, Grant Funded Position)  
**Job Class:** Professional  
**Department:** Transfer and Public Services  
**Reports To:** Dean of Transfer and Public Services  
**FLSA Status:** Exempt  
**Compease:** Grade 9  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:** 8/3/22

### I. Position Purpose

The purpose of the Career-Tech Specialist is to meet goals set forth in the Ohio Tech Prep grant: expand career-tech pathways for high school students, increase business and industry participation in educational preparation, and participate in professional development to train education and industry partners. This position works closely with the Early College Coordinator to collaborate with the College Credit Plus (CCP) program to promote post-secondary education and training pathways, to enhance student advising, and to prepare students for the local workforce.

### II. Duties and Responsibilities

**COORDINATE TECH PREP:** The Career-Tech Specialist will assist in the delivery of the Southeast Tech Prep Regional Center's goals and deliverables as directed by the Southeast Tech Prep Chief Administrator, the Ohio Department of Education (ODE) and the Ohio Department of Higher Education (ODHE), to include developing pathways, increasing business and industry partnerships, and providing universal technical assistance. This position will be responsible for reviewing all CTE-26 applications in the WSCC service region (Washington and Morgan Counties), represent WSCC and Tech Prep at training events, provide technical assistance to secondary and post-secondary education partners (to include planning regional professional development events), manage grant expectations, and prepare quarterly financial reports.

**PROMOTE PATHWAYS:** The Career-Tech Specialist will work collaboratively with internal and external stakeholders to create opportunities for students to pursue post-secondary education and will support the planning and implementation of post-secondary pathways. This position will internally facilitate CTAG development, manage the databases for both WSCC CTAG courses and bilateral articulation agreements, and develop opportunities for other Career-Tech pathways. Externally, this position will assist K-12 partners in promotion of CTAG courses, career-tech pathways, and post-secondary education/training. This position will also advise students at local high schools to ensure that students are on a pathway and to assist in their transition from high school to post-secondary opportunities. The Career-Tech Specialist will work to increase credit awarded through CTAG and/or credential attainment.

**BUSINESS & INDUSTRY LIAISON:** The Career-Tech Specialist will attend high school advisory Business Advisory Council meetings as a WSCC representative. This position will also support partnerships that link industry needs with educational/training opportunities. The Career-Tech



Specialist will assist in developing work-based learning opportunities for students and support Career Services to prepare students for work.

**ENGAGE IN PROFESSIONAL DEVELOPMENT:** The Career-Tech Specialist will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

**DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE:** The Career-Tech Specialist will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. The Career Tech Specialist also exhibits flexibility, willingness to learn, ability to change, and maintains current technology skills.

### **III. Qualifications – Education, Experience, and Skills**

- Minimum of an Associate's Degree from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Bachelor's Degree preferred.
- Minimum of six months to two years of similar or related experience. Experience an educational setting preferred.

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*