



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2214
Instructional

FLSA: Exempt

OCCUPATIONAL SPECIALIST (Postsecondary)
REPORTS TO: Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: High school diploma. At least 21 years of age. Four (4) years full-time work experience or the equivalent, two (2) of which must be from the immediately preceding years prior to employment as an Occupational Specialist.
MAJOR FUNCTION Position at the postsecondary level is responsible for coordinating career development services in the postsecondary schools. Acts as a liaison between the Pinellas Technical College Campus and high school personnel.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Establishes, maintains, and updates school career resource centers in accordance with an established model by: locating desirable areas for centers, making available occupational and job opportunity information, and conducting employability skills classes, as required • Provides placement services to include: conferring with students desiring job placement, securing a composite list of available job openings including requirements and benefits, keeping instructors informed of job opportunities as they become available, maintaining updated resources on job referrals and employment trends through contact with the State Employment Service and the County Placement Office, matching job openings with students during employment process, arranging job interviews, and maintaining a "Job Bank" of potential employers • Assists in follow-up services by: obtaining follow-up data at periodic intervals for vocational program graduates and for vocational and academic dropouts, obtaining follow-up data for Veterans Administration and Health Education and Welfare and providing information on existing school programs to students • Maintains rapport with the business community through involvement in advisory committee, conducting presentations to business and civic groups, conducting industry visits, conducting tours of school facilities for advisory committees, students and educators, preparing and disseminating newspaper ads, radio and TV spot announcements, coordinating dates and participants for talk shows, and coordinating exhibits for trade shows, local mall displays and special events • Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/82; FORMAT REVISED: 1/89; FORMAT REVISED: 9/04 LMCK: REVISED WC: 2/22/06 LMCK: 04/28/16; FORMAT REVISED, RT, MF, ER: CH; BOARD APPROVED: 05/17/16

OCCUPATIONAL SPECIALIST (Postsecondary)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Occupational Specialist (Postsecondary) - INS