

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 4, 2000

CAREER MENTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, coordinates and implements diverse elements of career exploration activities available from various school and community resources. These activities are made available to all students in grades K through 12. The employee trains teachers in the use of these activities and provides direct services to children. The employee will routinely use personal computer software to assist students in career exploration and planning. The incumbent works under the direct supervision of an assigned school administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists individuals or groups of teachers in identifying available career exploration resources and in planning for the utilization of these materials in classroom activities;
2. Assists teachers in identifying and scheduling for available career speakers and field trip opportunities for career education;
3. Supervises students in career center usage;
4. Instructs teachers, small groups and individual students in the correct usage of PC based career exploration and college selection software programs;
5. Assists in the planning and implementation of standardized testing of career interests and abilities;
6. Maintains liaison with employers in the community;
7. Plans and coordinates career fairs at various grade levels;
8. May accompany teacher(s) and students on field trips in order to obtain information from employers and to explain the activities observed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of available resources in career education; thorough knowledge of the capabilities and operating procedures of PC based career guidance systems; good knowledge of school systems rules, goals, and operating procedures; ability to work effectively with students, parents, staff and community employers; ability to plan, coordinate and carry out multi-school and/or multi-agency career exploration activities; ability to make effective presentations to groups of students and adults; ability to communicate effectively both orally and in writing; ability to establish rapport with adolescents; ability to maintain accurate records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with provisional New York State Certification as a teacher; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree and two (2) years experience in counseling, human services, business, science, technology, manufacturing or other job related field.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.