

Career Technical Education (CTE) Transition Specialist

DEFINITION

Under general supervision, performs a wide variety of duties relating to school-to-work education and experiences.

Distinguishing Characteristics

The primary emphasis of the CTE placement program is direct involvement with students involved in our CTE programs of study, providing career education and community based experiential learning opportunities.

Duties

- Work with individual or groups of students to complete career education.
- Establish workforce connections with community businesses.
- Assist students to find internships to fit their career interest.
- Communicate with businesses supporting our students with internships to collaboratively provide constructive feedback, education, and training for the individual student.
- Setup and lead tours and visits for our students to local CTE businesses.
- Learn existing record keeping systems and assist students in the development and documentation of experiential learning activities, including Supervised Agricultural Experience (SAE).
- Guide the transition for students graduating to their initial careers for those going directly into the workforce.
- Guide the transition for students graduating to technical education programs.

Education

- AA or higher in any area of programs, transcripts are required;
OR
- 1000 hours of industry experience in a CTE field.

Qualifications

- Must be at least 21-years of age.
- Ability to understand and carry out oral and written directions.
- Ability to work well with students and staff in a school setting.
- Ability to communicate effectively with school and community.
- Ability to spell correctly and use good English.
- Ability to perform clerical work involving the use of independent judgement and requiring accuracy and speed.

Experience

- Prefer experience working with students and staff in a school or other youth organization.