

JOB DESCRIPTION

Career Navigator

Under the direction of Texoma Board staff, provides career and labor market information to middle school and high school students, parents, and school faculty to assist in preparing the future workforce to make educated decisions about career pathways. This position must demonstrate an ability to work both independently and as part of a team as well with Texoma Board staff and local community/ISD staff.

ESSENTIAL FUNCTIONS:

- Provides career information and resources/presentations to middle school and high school students, parents/guardians and school staff in partnering schools in the Texoma area throughout Grayson, Fannin and Cooke Counties.
- Serve as primary resource to assigned school districts for career and technical education and post-secondary education and training opportunities as well as labor market information, high demand occupations and career-related tools/resources.
- Support and promote regional career and education activities and initiatives, such as teacher externships, manufacturing company tours, and other career awareness events and initiatives.
- Participate in local committee meetings targeted to youth career identification and advancement such as the Board's Manufacturing and Healthcare Committees.
- Promotes effective development and use of workforce resources throughout the Texoma area.
- Ability to travel throughout the Texoma area is required.
- Performs related work as assigned.
- Job description does not constitute an exhaustive list and may be revised at any time.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - Computer software to include Windows-based software applications, Microsoft Office programs, the Internet and Canva or other tool to create presentations and visual aids
 - Career-related resources and tools such as labor market information, high demand occupations.

- Skill/Ability to:
 - Work independently as well as cooperatively within a team environment.
 - Excellent organizational and customer service skills.
 - Establish and maintain effective working relationships with secondary and post-secondary education faculty and training providers, local employers, students and parents/guardians.
 - Demonstrate responsible and efficient time and task management skills.
 - Present effective oral and written communication with demonstrated ability to work with diverse populations.
 - Pass a background check as required by participating schools.

REQUIRED EDUCATION DEGREES, EXPERIENCE, CERTIFICATES, AND/OR LICENSES

- Bachelor's degree in human services, business, education, or a related field from an accredited four-year college or university (One year of qualifying experience may be substituted for each year (30 semester hours) of college, up to a maximum of two years.)
- Experience in workforce development or Career and Technical Education (CTE) or experience as a teacher or counselor working with middle or high school populations.
- Strongly prefer individual with direct experience working with youth in a leadership role.
- Appropriate valid driver's license and access to reliable transportation or alternative means of transportation.