

## Career Specialist Duties

**Section 59-59-120.** School guidance counselors and career specialists shall limit their activities to guidance and counseling and may not perform administrative tasks.

### **Section 59-59-100**

#### **Career Specialists and Student-to-Guidance-Personnel Ratio**

(A) By the 2006–07 school year, middle schools and by 2007–08 high schools shall provide students with the services of a career specialist who has obtained a bachelor's degree and who has successfully completed the national Career Development Facilitator (CDF) certification training or certified guidance counselor having completed the Career Development Facilitator certification training. This career specialist shall work under the supervision of a certified guidance counselor. By the 2007–08 school year, each middle and high school shall have a student-to-guidance personnel ratio of three hundred to one. Guidance personnel include certified school guidance counselors and career specialists.

- (1) coordinate and present professional development workshops in career development and guidance for teachers, school counselors, and work-based constituents;**
- (2) assist schools in promoting the goals of quality career development of students in kindergarten through twelfth grade;**
- (3) assist school counselors and students in identifying and accessing career information and resource material;**
- (4) provide educators, parents, and students with information on career and technology education programs offered in the district;**
- (5) support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study;**
- (6) learn and become familiar with ways to improve and promote career development opportunities within the district;**
- (7) attend continuing education programs on the certified career development facilitator curriculum sponsored by the State;**
- (8) assist with the selection, administration, and evaluation of career interest inventories;**
- (9) assist with the implementation of the district's student career plan or individual graduation plan;**
- (10) assist schools in planning and developing parent information on career development;**
- (11) coordinate with school counselors and administration career events, career classes, and career programming;**
- (12) coordinate community resources and citizens representing diverse occupations in career development activities for parents and students; and**
- (13) assist with the usage of computer assisted career guidance systems.**