

## **How to Describe your Role to your Principals, Faculty, and Staff**

### *The Role of the School-Level Career Specialists in Career Development*

An individual employed by school districts to provide career services must meet certification requirements pursuant to S.C. Code Ann. § [59-59-100](#) and work to ensure the coordination, accountability, and delivery of career awareness, development, and exploration to students in kindergarten through twelfth grade. Under the supervision of a school counselor, career specialists:

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

### The Career Development Process, Prekindergarten through Grade 12

#### **Elementary: Prekindergarten through Grade 5**

- ☐ Integrate school guidance and counseling program along with career awareness and exploration activities into the curricula for students in grades PreK–5.
- ☐ Establish a foundation for career planning in grades PreK–5 that will facilitate a successful transition into the middle grades.

#### **Middle/High Grades**

- ☐ Provide counseling and career awareness programs on clusters of study for sixth, seventh, and eighth grades; selection of preferred cluster of study; and development of IGP by eighth grade.
- ☐ Through collaboration with school level career specialist and other career guidance personnel, beginning in grade six, initiate the process of creating and updating developmentally appropriate career plans for each student. Parents/guardians, as well as students, must be directly involved in the process.

- Assist students in setting career goals. Before the end of the second semester of the eighth grade, students in consultation with their parents/guardians must select a preferred cluster of study and develop an IGP. By grade 10, assist students in selecting a major in alignment with their career goal. A certified school counselor must sign the IGP. The career specialist should assist to provide employability and labor workforce resources.
- Provide guidelines and curricula that will enable students to complete successfully their IGPs, preparing them for a seamless transition to relevant employment, military, and/or post-secondary study.
- Develop strategies to involve parents/guardians in the career guidance