



**HAMPTON ROADS WORKFORCE COUNCIL SPECIALIST**

**GENERAL RESPONSIBILITIES**

The position is responsible for establishing a rapport with students/teachers/ building administrators in assigned school and community locations that is conducive to creating proscribed workforce development program internship activities. Act as a positive role model for students and model professional and ethical standards; work in a collegial and collaborative manner with peers, school personnel and the school community to promote and support the mission and goals of the school division and abide by all school division policies and procedures.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Mentor identified students to develop the skills and self-esteem necessary for them to career pathway opportunities in sustainable career fields
- Work in a collegial and collaborative manner with peers and school personnel to ensure successful and efficient transitioning of students to fully participate in program activities.
- Help guide students as they develop the knowledge, skills, and attitudes necessary for success.
- Present professional development for administrators and teachers on workforce development program activity topics.
- Use appropriate resources and technology to promote the development of critical thinking, problem solving, and pro-social behavior in students.
- Monitor student program activities attendance to help develop responsible thinking/decision-making skills in students.
- Maintain accurate records of student progress and attendance.
- Coordinate program resources and provide informational workshops to parents.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge of the local, state, and national workforce development initiatives that are available to eligible youth in the program; ability to maintain frequent, meaningful student/teacher/parental communication and develop proactive partnerships between the student/parent and the Virginia Beach City Public Schools to create workforce development grant program activities; ability to establish a collaborative innovative learning environment that is responsive to eligible students' need to belong and to develop self-esteem and personal and social responsibility; recognize multicultural perspectives in all areas of the program curriculum and emphasize the value of cultural diversity; demonstrate an ability to work as part of a collaborative team; demonstrate effective verbal and nonverbal communication techniques to foster positive interactions with students; maintain accurate and confidential records and demonstrate computer proficiency, especially with Microsoft office software programs.



**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor’s degree or hold a Collegiate Professional Certificate or Postgraduate Professional Certificate.

**Preferred:**

Background in working with students in workforce development or career and technical education settings.

Instructional knowledge of program activities with students.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent walking, grasping, fingering, repetitive motion, and reaching. Occasional sitting, standing, bending, stooping, crouching, climbing, and kneeling, Work involves moderate exposure to extreme temperatures and/or loud noises. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Must hold a valid driver’s license.

Regular and reliable attend essential function of this position.

FLSA Status: Exempt	Description: 1/17, 7/20
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