



REVISED:  
07/01/2006

JOB TITLE:	CAREER PLANNER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8768
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES
Assumes responsibility for working with local school staff to identify participants for The Louisville Partnership Program; assists with implementation of Education and Employability Development Plan; identifies jobs for participants; coordinates placement and maintains follow-up for successful work experience; coordinates with similar programs to meet student needs; works flexible hours as needed in order to coordinate participants' school and work activities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Recruits, identifies and selects eligible participants for the program
Certifies high school students for participation in JTPA Programs and completes records, (certified and non certified) as required by the Partnership
Conducts pre assessment to determine student needs and post assessment to measure growth
Provides instruction to program participants' in Pre Employment/Work Maturity Skills modules
Monitors and coordinates participant's education and work experiences and provides support as needed
Assists participants with preparation for job placement
Contacts and recruits area employers for the purpose of securing commitments of part time, summer, and full time jobs for selected participants of the Partnership Program and maintains an active file of job availabilities
Serves as a liaison with employers for Partnership Participants and conducts worksite visits at work locations of Partnership students
Maintains a follow up system for at least one year for the purpose of assisting participants who leave the program
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Successful experience in business
Valid driver's license
Able to qualify for bonding
Effective communication skills

DESIRABLE QUALIFICATIONS
Three (3) years successful experience in business
Training in counseling, social work or personnel administration
Successful experience working with youth from diverse backgrounds

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of external funds and continued need for the project.