

Career Guidance Specialist (CTE only) 2016

Approved 5/20/2016

1.0 Individual and Group Career Guidance Skills: Individual and group competencies considered essential for effective career guidance.

- 1.A Ability to provide guidance to students in the preparation, application, and pursuit of all post-secondary education options (apprenticeship, military, private professional technical, 2-year community college, 2-year community college with intent to transfer to 4-year, 4 year, dual credit opportunities, industry certification, Bachelor of Applied Science options and other future options)
- 1.B Assist students in job searching skills (e.g., resume writing, interviewing skills)
- 1.C Assist students in the development of a career planning portfolio
- 1.D Support student development of their High School and Beyond Plan including their Personalized Pathway Requirements (PPR).
- 1.E Develop career development lessons that engage students and support classroom teachers

2.0 Individual and Group Career Development Assessment: Individual and group assessment skills considered essential for professionals engaging in career counseling.

- 2.A Facilitate student assessments relative to learning styles, skills, abilities and how those results shape career interests

3.0 Information and Resources: Knowledge of Information and resource base essential for professionals engaging in career counseling in the following areas:

- 3.A History and philosophy of career and technical education
- 3.B National Career Cluster system of 16 clusters and 79 pathways.
- 3.C Programs of Study that guide or support student development of a comprehensive plan for high school graduation and post-secondary options, all aligned within a career pathway that may include CTE dual college credit opportunities
- 3.D State and industry recognized certificates achievable in P-12 and postsecondary
- 3.E The value of multiple routes for post-secondary education including various application processes (e.g., apprenticeship, military, private professional technical, 2-year community college, 2-year community college with intent to transfer to 4-year, 4 year Bachelor of Applied Science, options and other future options)
- 3.F Traditional and nontraditional occupations and current labor market trends (local, state, and national) and know where to access this information on an ongoing basis (e.g., Workforce Development Council, Bureau of Labor and Statistics, Workforce Training and Education Board, Washington State's 10-year Workforce Strategic Plan, Employment Security Department, etc.)
- 3.G Modern professional job search skills

4.0 Career Guidance Program Planning, Management and Implementation: Skills necessary to develop, plan, implement, and manage comprehensive career development programs in a variety of settings.

- 4.A Participate as a team member to develop a comprehensive career guidance program for students in grades 7-12, aligned with national standards (e.g., ASCA, NCDA)
- 4.B Coordinate outreach to employers, private enterprise, and post-secondary opportunities (e.g., Centers for Excellence, WA State Department of Labor & Industry)

4.C Participate with advisory groups

4.D Collaborate with classroom teachers and CTE administrator in creating a plan for large, small, and individual delivery of career guidance_services across all grade levels.

5.0 Student Leadership Development: Knowledge and skills to assist students with the development of leadership and 21st Century Skills.

5.A Ability to coordinate, assist, and/or manage internships, job shadows, and other career related learning experiences (including Work Based Learning)

5.B Facilitate the understanding and development of 21st Century Skills and how they relate to the attainment and sustainability of employment

5.C Support CTSOs and other student leadership opportunities for P-12 students by helping them develop and connect with available leadership opportunities.

6.0 Ethical and Legal Issues: Information base and knowledge essential for the ethical and legal practice of career guidance.

6.A School law and diversity issues

6.B Issues of abuse

6.C Fiduciary responsibilities related to state and federal funding requirements.

6.D Meeting the needs of diverse populations of learners.

6.E Ensuring equity and access for students

7.0 Technology: Utilizing up-to-date technology to inform a comprehensive guidance system

7.A Ability to facilitate the use of current career guidance technology

7.B Create reports and analyze data from a variety of databases and other sources to inform school decisions to meet student needs.

7.C Use technology as an interactive, engaging, presentation tool for a variety of audiences.