

Career – Pre-Ets Specialist

The Career - Pre-Ets Specialist's role is to assist students in many facets:

1. Job exploration counseling; providing seminars, workshops and career interest inventories.
2. Workplace Readiness trainings: develop work skills including resume writing, interview skills and professionalism,
3. Work-based Learning Experiences including job shadowing, volunteer opportunities and internships
4. Counseling on Post-secondary Education or Training by reviewing options including work, academic or vocational programs and
5. Self-advocacy and Peer mentoring by developing individual advocacy skills. The position will also be available to students during IEP meetings when applicable.

REQUIREMENTS:

A Bachelor's Degree or higher; social services; special education, or a related field.

Knowledge of the IEP and 504(b) process preferred.

- Experience motivating youth populations who have a documented disability to succeed in obtaining and /or maintaining employment after exiting school
- Experience guiding others towards paths that fit their strengths and attributes
- Excellent organizational, communication and mediation skills.
- Ability to use software and various research methods to help in decision making for college choices and career planning.
- Ability to organize and maintain confidential records.
- Ability to serve as a member of the professional learning community to promote an educational climate in which students can grow intellectually and emotionally.
- Comfort working in a fast-paced, and highly adaptable environment.
- Valid Driver's License.
- Strong Public speaking and presentation skills.
- Strong project management skills.
- Possess an unyielding belief that with the appropriate supports, coupled with high expectations, all students can significantly improve their academic and workforce skills, and can develop pro-social and culturally normative behaviors that will enable them to succeed in the workplace, post-secondary education, and beyond.