

Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 08/13/2025

### **CAREER EXPLORATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for facilitating and coordinating career exploration/pre-employment training programs for students in component school districts in grades K-12. An employee in this class is responsible for assisting program participants in career exploration, career decision making, part-time work experience, workplace competencies, specialized skill training, and social skills. The work is performed under the direct supervision of the administration of the program. The incumbent performs related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Facilitates pre-employment training programs including personal and work skills, how to get and keep a job, and workplace competencies;  
Coordinates career exploration activities including career shadowing, career days, career fairs, career speakers, and career field trips;  
Locates new work site positions and places students in appropriate positions for summer and part-time employment;  
Prepares and delivers comprehensive career education for students K-12 in component districts as determined by the school district liaison and administration;  
Assists participants in classroom training to facilitate their transition to employment;  
Provides information to students regarding job opportunities, training, or apprentice programs and career & technical education;  
Coordinates with local colleges and universities to provide career-based education and college tours;  
Participates in staff meetings designed to define student employment goals, problems and to evaluate progress;  
Prepares a variety of narrative as well as student reports and data.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of training and educational programs sponsored by the BOCES; Working knowledge of the cultural, environmental and personal factors influencing the lives of program participants; Working knowledge of interviewing practices and techniques; Working knowledge of community organizations; Working knowledge of job search techniques; Working knowledge of sources of job placement; Ability to apply the knowledge in the performance of duties; Ability to facilitate small groups and classes of students; Ability to evaluate program participant interest; Ability to motivate program participants; Ability to evaluate participants career interests and aptitudes; Ability to establish and maintain effective interpersonal relationships with participants and stakeholders; Ability to prepare, as well as interpret, narrative and tabular reports; Ability to communicate effectively, both orally and in writing.

Continued...

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Bachelor's Degree in social or behavioral science, human services or resources, or counseling, education, vocational rehabilitation, educational rehabilitation or a closely related field **AND** one (1) year of experience working with youth; **OR**
- (B) Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university **AND** three (3) years of experience working with youth.

**NOTES:**

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/27/1994

Revised: 12/29/1998, 08/03/2001, 02/11/2011, 08/13/2025