

Jurisdictional Class: Competitive
EEO Category: Professional
Adopted: 09/03/2025

SENIOR CAREER EXPLORATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves high-level responsibility for the development, implementation, and coordination of comprehensive career exploration and pre-employment training programs for students in component school districts in grades K-12. An employee in this class provides guidance and training to new Career Exploration Specialists and other staff and is responsible for leading new program initiatives. A Senior Career Exploration Specialist 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 general supervision of the administration of the program. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs and develops new curricula and pre-employment training programs including personal and work skills, how to get and keep a job, and workplace competencies.

Coordinates and oversees career exploration activities including career shadowing, career days, career fairs, career speakers, and career field trips.

Provides training and guidance to new and existing Career Exploration Specialists.

Locates and evaluates new work site positions and places students in appropriate positions for summer and part-time employment.

Assists participants in classroom training to facilitate their transition to employment.

Develops and delivers classroom instruction in K-12 career education topics, as determined by the district.

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.

Leads staff meetings designed to define student employment goals, problems, and to evaluate progress.

Provides a comprehensive career education for students K-12 in component districts as determined by the school district liaison and administration.

Prepares a variety of narrative as well as student reports and data.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of training and educational programs sponsored by the BOCES; awareness 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 develop and implement new programs and curricula; ability to lead and train staff; 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.

MINIMUM QUALIFICATIONS: Either:**Open Competitive:**

- (A) Possession of Master's Degree in Education, Counseling, or closely related field **AND** one (1) year of experience in an educational setting working with youth; **OR**
- (B) Possession of Bachelor's Degree in Education, Counseling, or closely related field **AND** two (2) years of experience in an educational setting working with youth.

Promotional:

Candidates must have permanent status for a period of twenty-four (24) months as a Career Exploration Specialist in BOCES Oneida-Herkimer.

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. Possession of New York State K-12 Teacher Certification or New York State K-12 School Counselor Certification may be substituted for (2) years of experience.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.