

## ADULT & COMMUNITY EDUCATION (ACE) CAREER INFORMATION SPECIALIST

### Definition

Performs a variety of professional tasks required to career counsel and workforce development for adult learners; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Provides adult learners with comprehensive career-related information and guidance; assists adult learners with exploring careers; collects information through intake interviews and assessments; provides guidance with respect to education and career decision-making, adult secondary and post-secondary education, employment opportunities, financial aid at the local state and national level, job placement, and apprenticeships; acts as a liaison among individuals, Fairfax County Public Schools (FCPS); workforce partners, and county and state agencies; provides case management for participants in special programs by monitoring registered adult learners' progress through programs; provides adults with the skills necessary to conduct personal job searches; creates and provides written career-related materials; works with Office of Adult and Community Education instructional program specialists to ensure that needed courses are offered or developed; conducts workshops for job seekers, businesses and workforce partners; conducts in-services for FCPS employees; promotes career education; and may be required to work a flexible schedule for evening appointments, presentations, and walk-in services.

### Supervision Received/Given

Receives general supervision from a specialist, analyst, coordinator, or assistant director. May supervise lower-grade employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in education or counseling, plus two years of progressively more responsible experience in adult or vocational education. Career counseling experience preferred. Can demonstrate knowledge of the theory, methods, procedures, and practices related to adult education; organizational skills; ability to recommend programs related to individual needs; ability to use technology to support program management; ability to manage program-related finances; ability to communicate effectively, both orally and in writing; and ability to develop and maintain successful cooperative relationships.



Revised:  
Established:

June 2004  
September 2003