

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** SkillsUSA Advisor

**Terms of Employment:** Extra duty activities as required throughout the year

**FLSA Status:** Exempt

**Reports To:** Director, Career and Technology Center and Director of Student Services

**Brief Description of Position:**

The SkillsUSA Advisor facilitates student learning and coaches students to set goals, priorities and timelines while attending trade, industrial, technical, and health occupation programs.

**Required Qualifications:**

- Bachelor's Degree
- Must be employed at a Career and Technology Center
- Must be a dues paying member of National and State SkillsUSA Associations
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases

**Essential Duties and Responsibilities:**

- Preparation and attendance at District Level Competitions
- Preparation and attendance at State Career Development Conference
- Preparation and attendance at International Career Development Conference
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues, parents and students.
- Participate in professional organizations appropriate to career and technical education (SkillsUSA).
- Attend professional development activities, such as educational conferences, field specific up-dates.
- Must make appropriate contacts with sending schools when students miss school to attend conferences.
- Performs other duties as assigned by supervisors

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013