

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Orientation Specialist/Career Navigator – Aspire Program (Mansfield)
Reports To:	Adult Education Director – Aspire Program (Mansfield)
Employment Status:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
Days:	As Determined by the Adult Education Director – Aspire Program (Mansfield)
MOESC Pay Schedule:	Orientation Specialist/Career Navigator (FT / PT) – Aspire Program

QUALIFICATIONS

- Applicants must hold a Associate’s Degree from an accredited college or university
- Applicants must hold a valid license from the Ohio Department of Education
- Experience in Adult & Community Education Programs
- Demonstrate organizational, business management, and administrative abilities
- Demonstrate proficient skills in written and verbal communications
- Proficient with technology and computers
- Ability to work as part of a team
- Successfully pass a B.C.I. and F.B.I. background check

GENERAL DESCRIPTION

The primary role of the Orientation Specialist/Career Navigator – Aspire Program (Mansfield) is to provide individualized guidance to adult learners as they explore educational and career pathways. This role is essential in helping students identify their strengths, set meaningful career goals, and connect with training and employment opportunities. As part of the Aspire Adult Workforce Readiness Education team, the Navigator supports student success from enrollment through transition. The Orientation Specialist/Career Navigator must be motivated, resourceful, and a student-centered professional who is passionate about adult education, career development, and community impact.

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Student Advising & Career Planning

- Conduct one-on-one and group advising sessions to assess interests, skills, and career goals.
- Administer and interpret career assessments to guide exploration and planning.
- Help students set SMART goals and track their progress over time.

Orientation & Transition Support

- Facilitate orientation for new students entering Aspire programs.
- Provide guidance on navigating postsecondary education, training programs, and employment pathways.
- Support students preparing for high school equivalency (GED®), college entrance (Accuplacer), or workforce credentials (WorkKeys).

Career & Job Readiness

- Assist students with résumé building, interview preparation, and job search strategies.
- Offer individualized support for employability skills, digital literacy, and workplace readiness.
- Connect students to apprenticeships, internships, and local job openings.

Community Engagement & Partnerships

- Collaborate with employers, workforce agencies, and educational partners to expand student opportunities.
- Maintain strong relationships with local businesses and support student networking efforts.
- Refer students to supportive services and community resources as needed.

Data & Case Management

- Maintain accurate student records and case notes in accordance with Aspire guidelines.
- Track student progress and outcomes to ensure effective transitions and program completion.
- Participate in program evaluation, outreach, and student retention efforts.

Other Key Responsibilities

- Establishes and maintains effective working relationships with students, peers, and administrative staff.
- Speaks clearly and concisely in written and oral communications.
- Performs duties with awareness of state, Aspire, district requirements, and Mid-Ohio ESCs board policies and follows administrative guidelines and procedures.
- Utilizes excellent organizational and time management skills.
- Utilizes excellent written communication skills with students and all persons within the district and the Aspire community.
- Demonstrates experience and proficiency in the use of technology.
- Displays excellent verbal (including listening) and non-verbal communication skills.
- Demonstrates ability to work independently and productively.
- Supports the vision and mission of Aspire in all efforts.

- Completes annual mandatory training and participate in professional development that relates to the position
- Other duties as assigned by the Director of the Aspire Program (Mansfield), Superintendent, or his/her designee

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Seeks to be a leader in technology integration
- Proficient in office procedures and protocol
- Excellent verbal and written communication skills
- Ability to perform and solve difficult, complex tasks independently and accurately with critical attention to detail and priority
- Maintains an acceptable attendance record and is punctual
- Must be highly organized, have attention for detail, and manages time effectively
- Strong interpersonal skills and ability to relate well with team member
- Uses diplomacy and exercises self-control when dealing with other individuals
- Displaying patience, flexibility, and respect for all individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Ability to work with adult students and staff.
- Proficient computer training in Microsoft office and Google Suite
- Ability to organize and work with diverse people.
- Handle confidential and sensitive information with discretion.
- Answer and direct phone calls and respond to emails and inquiries in a timely manner.
- Ability to work independently and stay on task
- Must be customer service oriented and have the ability to work with the public
- Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a moral responsibility to help instill in students the belief in and practice of ethical principles and democratic values
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS/PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to drive an automobile.
- Ability to travel freely throughout Ashland, Crawford, and Richland counties.
- Ability to lift, carry, or move equipment or supplies weighing up to thirty pounds.
- Some evening or weekend availability may be required for student orientations or community events.
- Ability to manage balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms
- Ability to communicate effectively using language and writing skills.
- Ability to participate in and facilitate the exchange of ideas leading to a group consensus.
- Ability to react productively to frequent interruptions and changing conditions.
- Ability to accurately discern detail in written, statistical, and tabular materials.
- Ability to analyze data and present alternative actions and solutions.
- Ability to set priorities, organize and complete duties efficiently without supervision.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students, and the public.
- Responsibility for the safety or well-being of other people.
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment

EVALUATION

Performance of this job will be evaluated by the Director of the Aspire Program (Mansfield) or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.

Board approval on 5/21/2025