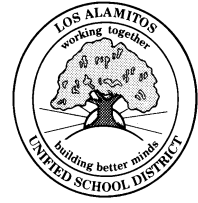


Job Description



Job Title: **CAREER GUIDANCE/TECHNICAL EDUCATION SPECIALIST**

- A. Primary Function: The Career Guidance/Technical Education Specialist is a credentialed professional who provides guidance programs at the high school level that provides student preparation for post-high school options including college, career technical education, regional occupation programs, military careers, apprenticeships and other careers; coordinates ROP, Tech Prep, Career Technical Education, Pathway Cords and job shadowing programs.
- B. Directly Responsible To: Principal or designee
- C. Assigned Responsibilities: (Under the direction of the Principal or designee)
1. Provide liaison services between colleges, local businesses, counseling and community service agencies and the school to coordinate services provided to students and parents; provide information about scholarships and financial aid; advises students of career options and occupational training opportunities; counsels students/parents in the areas of academic, career and personal/social guidance.
 2. Coordinate job shadowing, business site tours, and field trip opportunities with the business community.
 3. Coordinate the Carl Perkins Grant funding for career technical education.
 4. Conduct college and career planning sessions; serve as liaison with core counselors on all assessment results and the four-year planning process; the senior stats exit survey.
 5. Promote, recruit and enroll students into ROP classes; maintain accurate student records including career assessments, credit status, grades and attendance in ROP; provide vocational guidance for ROP; monitor students in the ROP CVE program.
 6. Attend various meetings related to career/technical program such as ROP meetings, Leadership Council, etc.
 7. Coordinate the allocation of Tech Prep funds including articulation agreements with local community colleges.
 8. Work with student and parent volunteers and the College and Career Guidance Technician in support of the Career Center.
 9. Perform other duties as assigned by the principal or designee.

Counselor

D. Minimum Qualifications:

1. Credential: Pupil Personnel Services Credential; Secondary teaching credential preferred
2. Education: Bachelor's Degree including all courses needed to meet credential requirements, Master's Degree preferred
3. Experience: Successful classroom teaching experience preferred. at the secondary level.

E. Work Year: 191 days

WORKING CONDITIONS

Frequent sitting, standing, walking; occasional bending, stooping, squatting and twisting; subject to constant interruptions; reach overhead and above shoulders; safely lift and carry objects up to 25 lbs; use a computer requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust

Board Approved: August 24, 2010