

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

CAREER COUNSELING PROGRAM CAREER ADVISOR

POSITION: Career Counseling Program Career Advisor

REPORTS TO: Career Counseling Program Coordinator

LOCATION: Department of Student Services

NATURE OF WORK:

The Career Advisor will provide career advising services in the middle and high school career counseling program. This includes coordination, support, and implementation of programming that provides career and college exploration for students in Grades 6-12.

ESSENTIAL FUNCTIONS:

- Ability to walk distances during tours, field trips, employment and college fairs, etc.;
- Collaborates with school staff to identify partnerships with business and community members for work-based learning experiences;
- Demonstrates exceptional interpersonal skills and the ability to reach, advise, mentor, and collaborate face-to-face and virtually, with a wide range of learners and stakeholders (students, parents, colleagues, business partners);
- Possess general knowledge of school organization and programs;
- Possess knowledge of community resources;
- Ability to communicate effectively when speaking, in writing, and electronically; and
- Participation in Professional Development opportunities including training toward credentialing as a Global Career Development Facilitator.

DUTIES AND RESPONSIBILITIES:

- Coordinates and collaborates with the School Counselors, Career Counseling Program Coordinator, and College and Career Liaisons in career development activities/programs;
- Assists in the implementation of the SMCPS college and career development Scope and Sequence via the Naviance platform;
- Advises students on apprenticeship, career pathways that lead to industry recognized credentials, education, occupational training, and work experience;
- Accesses, analyzes, and synthesizes information generated by students via Naviance or other career platforms approved by the school system Department of Technology Infrastructure;
- Collaborates with School Counselors and College and Career Liaisons to support student post-secondary education and career interests;
- Collaborates with the Tri-County Council for Southern Maryland staff and the College of Southern Maryland career and advising staff to create career programs, source employers, and create opportunities for exploration in work and academic options;

- Teaches a variety of skills to students, individually and in small groups (e.g. technology skills, study skills, digital and time management skills), to promote student success with online courses, professional communication, writing skills, etc;
- Provides instruction to students in classrooms with specific attention to career and self-awareness; career exploration and identification; and career preparation and planning;
- Establishes and facilitates connections with industry leaders to foster apprenticeships;
- Elicits student and parent feedback regarding career experiences for the purpose of data analysis and program recommendation;
- Assists in the coordination of programs for students who have not met College and Career Readiness by the end of tenth grade; and
- Compiles and analyzes data.

QUALIFICATIONS:

Required:

- Associate degree in human services, business, social science, education;
- Bachelor's Degree preferred;
- Must complete the Global Career Development Facilitator certification within the first year of hire date;
- Experience in youth development preferred; and
- Proficiency in a language other than English, Spanish preferred

TERMS OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

06.16.2023