

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

CAREER COUNSELING PROGRAM COORDINATOR

POSITION: Career Counseling Program Coordinator

REPORTS TO: Supervisor of School Counseling

LOCATION: Department of Student Services

NATURE OF WORK:

The Career Advisor Coordinator will provide oversight and support to school based Career Advisors in the implementation of the middle and high school career counseling program.

ESSENTIAL FUNCTIONS:

- 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, families, colleagues, business partners);
- Establishes and facilitates partnerships with business and community members for apprenticeships and work-based learning experiences;
- Ability to communicate effectively when speaking, in writing, and electronically; and
- Participation in Professional Development opportunities including training toward Global Career Development Facilitator certification.

DUTIES AND RESPONSIBILITIES:

- Collaborates with Tri-County Council for Southern Maryland and The College of Southern Maryland career and advising staff to create career programs, source employers, and opportunities for exploration in work and academic options;
- Coordinates efforts between the Tri County Council for Southern Maryland, The College of Southern Maryland, and St. Mary's County Public Schools in program implementation, data collection, training, and management of career advisor staff;
- Coordinates efforts between the Tri County Council for Southern Maryland, The College of Southern Maryland, and St. Mary's County Public Schools in curriculum development for the Career Counseling Program
- Coordinates and collaborates with the College and Career Liaisons in career development activities/programs;
- Accesses, analyzes, and synthesizes information generated by students through Naviance or other career platforms;
- Establishes and facilitates connections with industry leaders to foster apprenticeships;
- Collaborates with school staff to identify partnerships with business and community members for work-based learning experiences;
- Collects, analyzes, and reports data as requested for required monitoring tools;
- Prepares and presents clear and accurate reports to the St. Mary's County, Tri County Council of Southern Maryland and the College of Southern Maryland governing parties;
- Assists in the coordination of programs for students who have not met College and Career Readiness by the end of 10th grade;
- Assists schools with the scheduling and monitoring of classroom lessons;
- Evaluates (SMCPS Coordinator only) and trains Career Advisors to support the delivery of the Career Counseling Program; and

- Maintains an effective working relationship with state officials, community partners, business representatives, co-workers, and customers.

QUALIFICATIONS:

Required:

- Possess Administrator I certification;
- Three (3) years experience as a school counselor, teacher, or administrator at the secondary level;
- Must complete Global Career Development Facilitator certification within first year of hire date; and
- Proficiency in a language other than English, Spanish preferred.

TERMS OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA

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