

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## JOB DESCRIPTION



<b>Position:</b>	Vocational Counselor – Next Step
<b>Reports to:</b>	Next Step Program - Director
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Under the direction of the Program Director, instructs students in a transitional educational setting that promotes positive social relationships and independent living skills for all students in an environment which leads to a successful transition to independence, self-awareness and self-worth.
<b>NOTE:</b>	The below lists are not ranked in order of importance

### Essential Functions:

- Ensure safety of students
- Implement the Vernon Board of Education and administrative policies, rules, regulations and directives
- Maintain accurate and complete records as required
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Maintain a positive school community image that encourages ethical student behavior
- Maintain ongoing communication with parents
- Develop an ongoing positive relationship with students and staff
- Maintain individual records for each student
- Provide written progress reports consistent with program and Vernon Board of Education guidelines
- Maintain approved schedule for each individual student
- Guide student in participation of work and community activities
- Ascertain and develop special abilities of students relative to career interests
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Collect and analyze data to ensure the program is meeting board requirements and providing intended services

### Other Duties and Responsibilities:

- Serve as a role model to students and staff
- Assist in the selection of textbooks, equipment and other education materials
- Respond to questions and requests in an appropriate and timely manner
- Establish and maintain professional relationships
- Participate in professional learning by attending seminars and workshops to improve instructional practice and positively affect student achievement

### Qualifications/Certificates:

- Active subject matter certificate as required by the Connecticut State Department of Education
- Public Service License
- Such alternatives to the above qualifications as he Superintendent and/or Vernon Board of Education may find appropriate

### Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills

- Ability to foster and facilitate learning and classroom management

**Additional Working Conditions:**

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop, with or without an accommodation
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
- Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop      Printer      Interactive White Board      Scanner

**Required Testing**

None

**Continuing Educ./Training**

Professional Learning

**Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date