

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

CAREER COUNSELING PROGRAM ADVISOR

POSITION: Career Counseling Program Advisor

REPORTS TO: Career Counseling Program Coordinator

LOCATION: Department of Student Services

NATURE OF WORK:

The Career Counseling Program 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 professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to walk distances during tours, field trips, employment, college fairs, etc.;
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of community resources

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, and 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
- Participates in Professional Development opportunities including training toward credentialing as a Global Career Development Facilitator
- Teaches a variety of skills to students, individually and in small groups (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 data analysis and program recommendations
- Assists in the coordination of programs for students who have not met College and Career Readiness by the end of tenth grade
- Compiles and analyzes data
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Associate degree in human services, business, social science, or education
- Must complete the Global Career Development Facilitator certification within the first year of employment

Preferred:

- Bachelor's Degree
- Experience in youth development
- 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 18.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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