

TITLE: CAREER AND TECHNICAL EDUCATION COUNSELOR

QUALIFICATIONS:

1. M.A. in Guidance and Counseling
2. Valid state certificate as a counselor
3. Minimum two years teaching experience
4. Preferred two years experience in career and technical education

REPORTS TO: Director of South Central Career Center

SUPERVISES: Assist in supervision of students in the counseling area and school building

JOB GOAL: As a member of the Guidance department staff, the area career and technical school counselor is to provide a program which maximizes students' entry into appropriate career and technical programs, provide guidance for students while enrolled and ensure appropriate placement of exiting students.

PERFORMANCE RESPONSIBILITIES:

Manage the guidance and placement program

1. Maintain an on-going public relations delivery system to promote the benefits of the program
2. Conduct an annual formal evaluation of the objectives, activities, and outcomes of the program
3. Review all materials and policies to ensure that they are free from sex bias, stereotyping, and discrimination

Coordinate the recruitment, orientation and selection procedures

4. Develop and utilize recruitment and orientation materials
5. Develop and implement strategies for recruiting targeted populations
6. Utilize assessment data and other student information for assistance in appropriate instructional placement through a cooperative effort with sending schools
7. Assist in securing financial aid for eligible students

Address the individual needs of students through appropriate guidance, counseling, assessment, and referral services

8. Provide individual and group guidance and counseling to assist students in making informed decisions about their occupational or educational futures, personal adjustment, and educational progress
9. Assist students in making occupational/educational decisions through appropriate testing and assessment
10. Provide referral services to students when their needs are beyond the training and experiences of school personnel
11. Make available and disseminate current resource material for occupational or educational planning

Assist all students in reaching their career and employment goals

12. Disseminate job opening information including job requirements to students

13. Provide opportunities for student contact with employers
14. Assist students with placement into continuing education
15. Assist students with placement into the military

Provide all students with job-seeking and job-retention skills

16. Locate potential employers
17. Teach effective interviewing skills, preparation of applications, resumes, and letters of inquiry
18. Help students assess the potential of job opportunities, understand the importance of positive attitude and behavior and effective interpersonal skills, see the need for lifelong learning for career and advancements, and be aware of legal rights and responsibilities of employers and employees

Coordinate follow-up studies which comply with federal and state regulations.

19. Coordinate a student post graduate follow-up with input from the employer
20. Disseminate follow-up results

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed: _____ Date: _____
(Career and Technical Education Counselor)

Signed: _____ Date: _____
(SCCC Director)