

**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:

- 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 orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and 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 thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

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
- Participates in Professional Development opportunities, including training toward Global Career Development Facilitator certification
- Maintains an effective working relationship with state officials, community partners, business representatives, co-workers, and customers
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Master's Degree
- Administrator I license
- Three (3) years of experience as a school counselor, teacher, or administrator at the secondary level
- Must complete Global Career Development Facilitator certification within the first year of hire date

Preferred:

- Proficiency in a language other than English, Spanish

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 C.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated 03.2025, 05.2025