

CAREER & TECHNICAL EDUCATION GUIDANCE COUNSELOR

Purpose Statement

The job of Career and Technical Education (CTE) Guidance Counselor was established for the purpose of conducting efficient and effective approved support of the CTE curriculum and educational goals established and for developing career guidance and planning for CTE students as the focus for guidance and program administration; providing information and guidance to students, counselors, teachers and schools.

This job reports to the Career and Technical Education Director.

Essential Functions

1. Provide assistance to the CTE Director in administering the plans for improving system report card indicators of performance.
2. Develop Agreements and Dual Credit courses with post-secondary institutions.
3. Provide career guidance to CTE students.
4. Assist CTE teachers in achieving and maintaining quality programs in accordance with Carl Perkins Federal standards.
5. Provide assistance in the collection and reporting of student EIS data.
6. Consolidate the competency profiles submitted by CTE teachers.
7. Work co-operatively with the students, other counselors, administrators, teachers, other staff members, and parents to accomplish the purposes established in this position.
8. Coordinate academic and CTE integrated and collaborative teaching projects.
9. Monitor and report CTE concentrator status and conduct graduate follow up reporting requirements.
10. Assist in achieving the established system goals pertaining to CTE students.
11. Schedule and conduct meetings.
12. Provide individualized and/or group instruction for CTE needs.
13. Select and use materials that strengthen the needs of individual students.
14. Provide guidance and direction for students to develop an appreciation of self-worth that recognizes achievements and successes toward educational and career goals.
15. Coordinate with the CTE department for staff development and in-service activities.
16. Administer and interpret computer-based CTE testing assessments.
17. Provide career assessment, career exploration and career guidance to CTE students and prospective CTE students.

18. Represent the school and community in a positive manner.

20. Perform all other related tasks as assigned by the CTE Director.

Other Functions

- Performs other related duties as assigned by the CTE Director for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responsible directly to the CTE Director for the efficient and effective accomplishment of all assigned tasks.
- Performance is evaluated by the CTE Director.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing;; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; coordinating, facilitating, monitoring activities; planning; problem solving; and uses of technology. This position is responsible for the career guidance and course selection for CTE students. Particular attention is directed to the development of Articulation agreements with post secondary institutions, student career orientation and successful planning and achievement toward those goals. Coordination with the school guidance counselors and administration is essential to provide the optimal program opportunities, tracking, documentation and follow up for CTE students.

KNOWLEDGE of Career and Technical Education, programs, and processes is required to perform, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures: and bookkeeping and budgeting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit;. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Master's degree in School

Counseling.

Equivalency

None Specified

Requirement

This is a certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

Tennessee Teachers License in School Counseling

Minimum of five (5) years experience as a Counselor.

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Exempt

Approval Date

Salary Grade