

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: HIGH SCHOOL CAREER COUNSELOR

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Master's degree in counseling and guidance from a regionally accredited college or university
- Valid certificate as a guidance counselor
- 5 years of verifiable experience in career technical education and experience working with JTED programs

PREFERRED QUALIFICATIONS:

- Valid Arizona teaching certificate

OVERVIEW OF JOB DESCRIPTION: To assist in creating a school environment in which students are encouraged to develop their unique capabilities and become aware of and prepared for a career through post-secondary or further training after high school.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Provides advice/counsel to individuals or groups in order to assist them in relating to others, to develop skills in communication, self-awareness, and decision making as well as assisting them in the selection of classes that will lead on a career path of their choice.
3. Assists students in resolving affective and academic problems, which may arise.
4. Advises students to become aware of his/her personal strengths and weaknesses in the educational setting as the student considers career choices.
5. Assists students in developing skills, which will enable them to constructively deal with educational demands.
6. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
7. Consults with school personnel and parents regarding the academic, social, personal development and career preparation of students.
8. Acts as a liaison between the school, students, and support agencies in the community and facilitates student referrals to appropriate agencies.
9. Provides career information to all students and helps students explore career fields including the preparation of career fairs at the school every other year.
10. Conducts testing programs for academic and career pathways and provides test information and interpretation to students, teachers, and parents.
11. Maintains student records in a confidential manner.
12. Attends staffing, IEP meetings and conferences in order to provide coordinated services to the student.
13. Provides information and assists with registration and pre-registration.
14. Develops informative workshops for school personnel and/or parents as necessary to keep the community aware of career technical education opportunities for students.
15. Agrees to fulfill performance responsibilities in locations assigned.
16. Works alongside the principals/assistant principal to implement both student and staff motivational programs.
17. Assists with orientation of new staff.
18. Confers with parents and students as needed on attendance, conduct, health and personal needs.
19. Assists with the administration of Section 504, Special Education – IDEA, and Federal/State programs.
20. Supervises as assigned, student activities both in and out of the classroom during the regular workday.
21. Assists in implementing all policies and regulations concerning the administration of the school.
22. Plans and supervises purposeful assignments for paraprofessionals, when appropriate.
23. Attends faculty meetings, participates in faculty committees, and sponsors student activities when assigned.
24. Agrees to fulfill performance responsibilities in location(s) assigned within the workday.
25. Performs other job relevant duties as assigned.

REPORTS TO: Principal

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.