

CAREER COUNSELOR

Purpose Statement

The job of Career Counselor was established for the purpose/s of assisting students in understanding their choices for post secondary education and career training; maintaining liaisons with community leaders and business; providing information and/or direction to students, parents, teachers, and administrators about career and educational services available to eligible students; developing and monitoring of program data and reports; and promoting programs with students, staff and parents.

Essential Functions

- Compiles data from a variety of sources for the purpose of evaluating program success and/or complying with financial, legal, administrative and federal monitoring requirements.
- Coordinates a variety of events and programs (e.g. student assessments, classroom presentations, career fairs; college visits; field trips, student placement and follow up, teacher and counselor in-services, self esteem programs, etc.) for the purpose of supporting the smooth transition from middle school to high school to post-secondary training and/or employment.
- Evaluates program success for the purpose of modifying and/or enhancing program structure; and meeting mandated requirements.
- Maintains liaisons with post -secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible students.
- Participates in a variety of meetings, workshops and committees (e.g. community organization, Advisory Committee, district in-service, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
- Prepares a wide variety of manual and electronic reports and materials (e.g. program mandated and funding reports, brochures, mailers, etc.) for the purpose of communicating with staff, students and community, and complying with program requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records; making presentations before groups; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, 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: codes, regulations and laws related to the job functions; data compilation; and Career and Technical Education programs.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied backgrounds; being attentive to detail; meeting deadlines and schedules; setting priorities; establishing and maintaining effective working relationships; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some 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: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

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

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing
None Specified

Certificates & Licenses
Tennessee Department of Education Teacher certification in career and technical education and/or secondary school counseling

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date **Salary Grade**