



Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT:

STUDENT SUPPORT SERVICES

JOB TITLE:

**CAREER PLANNING ADVISOR/DUAL
CREDIT**

REQUIREMENTS:

- A. Education Level:** Master's degree in guidance and counseling.
South Dakota School Counselor Certificate.
- B. Experience Desired:** Experience in career education, career &
vocational counseling, staff in-service training,
and community networking.
- C. Physical Requirements:** This position requires constant hand-eye/
mind-eye coordination, hearing; intermittent
dialing, keyboarding, speaking, walking,
sitting, grasping, holding, indexing,
scheduling and writing.

REPORTS TO:

Principal of Career & Technical Education
Academy
Student Support Services Supervisor

**RECEIVES GUIDANCE
FROM:**

Student Support Services Supervisor

DATE:

June 2014

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate a systematic career planning and decision-making program that will assist targeted students in making informed occupational and related educational decisions.
2. Assist student in identifying and accessing financial resources available for college or continuing education expenses.
3. Identify and advise students on strategies that infuse career development and technical preparation concepts into the student's Personal Learning Plan.
4. Assist with coordination and data collection for grant funded program.
5. Develop and collect career education materials and disseminate them to participating students, parents, and staff.

6. Provide training and technical assistance to teachers and counselors to ensure that the vocational/career development needs of students are being met.
7. Identify and maintain relationships with area employers to expand internship opportunities for students.
8. Coordinate a dual credit program with post-secondary institutions.
9. Supervise students utilizing the dual credit program.
10. Serve as dual-credit liaison between post-secondary institutions and high school counselors.
11. Provide assistance to students and counselors when researching and applying for dual credit courses.
12. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u>
			XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name