

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: CAREER DEVELOPMENT COUNSELOR

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
Director of Instructional Support Services

RECEIVES GUIDANCE FROM: Director of Instructional Support Services

DATE: Revised April 2010

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate a district-wide systematic career planning and decision-making program that will assist students in making informed occupational and related educational decisions.
2. Implement strategies that infuse career development and technical preparation concepts into the curriculum.
3. Provide career guidance and counseling services to special needs vocational students.
4. Provide career planning introduction to all 7th grade students through their Technology Education course.
5. Assist with coordination and data collection of Carl Perkins funded programs.
6. Maintain the District's career development website.
7. Establish and maintain articulation agreements with Southeast Technical Institute and other post secondary institutions.
8. Develop and collect career education materials and disseminate them to district students, parents, and staff.

