



CAREER CENTER COUNSELOR

JOB DESCRIPTION

Provides assistance to students concerning career awareness, planning, and decision making utilizing interest and aptitude assessment and provides job placement activities. Provides information and opportunities about occupations, education, and labor market trends to assist students in making informed educational and occupational choices.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Texas counseling certificate

DUTIES AND RESPONSIBILITIES

1. Provides classes, individual students, and adults with information on careers, occupations, colleges, and technical schools
2. Provides job placement activities for students and coordinates summer employment programs for disadvantaged youth
3. Coordinates district wide career awareness activities for parents, students, and the community, i.e. Career and Education Fair
4. Coordinates 8th grade career orientations and activities i. e. portfolios, interest inventories, Career Pathways, Tech-prep
5. Updates and distributes the Career Pathways to the middle school and high schools
6. Serves on various committees: Career and Technology Advisory, Scholarship Subcommittee, Judson Business Education Partnership, HSTW, and other pertinent committees
7. Coordinates and cooperates with all K-12 counselors on career information and includes college/technical schools and scholarship information to secondary counselors.
8. Obtains information on training, employment trends, labor market and career resources that provide information about job tasks, functions, salaries, requirements, and future outlooks related to broad occupational fields
9. Seeks out and participates in professional development programs
10. Provides direction for the two career centers including scheduling of classes, class assignments, presentations, assessment information on careers and education via computer programs and other resources
11. Coordinates the federal and local budget for the career centers
12. Coordinates and directs all activities relating to career center presentations including lesson plans on occupational/educational planning and employability skills
13. Provides references and computer programs for ACT, SAT, and ASVAB practice
14. Prepares monthly career center activity and time management reports
15. Coordinates the Tech-prep program by providing student, parent, and community communications to promote all Tech-prep programs
16. Participates in Regional and State Tech-prep functions serving as the Judson representative
17. Updates Tech-prep agreements with teachers and community colleges
18. Provides information to the administration on industry certification programs available at the high school level
19. Provides public relations information to the community related to career awareness activities and services
20. Provides statistical information necessary for required reports and grants
21. Performs other duties as assigned

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MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), balance, stoop, kneel, crouch, pull, push, hear, and speak.

PAY SCALE: Counselor Pay Scale

NUMBER OF DAYS: 207

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Revised
12/12/07