

# COUNSELOR-VOCATIONAL

<b>Reports to:</b>	<b>Director of Vocational Technical School</b>
<b>Classification:</b>	<b>Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>To be established by the Board of Education annually</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

## **JOB SUMMARY:**

To provide a comprehensive guidance program for students attending a technical high school and serves as a liaison between the guidance departments of the sending schools and the Lewis and Clark guidance department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.***

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Coordinates distribution of materials, presentations, testing, recruitment, and enrollment
- Assist with State and Federal Reports.
- Maintains regular attendance.
- Coordinates Guidance and Placement Advisory Committees.
- Assists students in acquiring appropriate funding for educational placements.
- Provides counseling services to individuals, small groups and large classroom groups.
- Assist the administration, classroom teachers, and other specialist in the daily operation of the school.
- Provides agency referral information.
- Evaluates and revises the building guidance program utilizing Missouri Model Guidance procedures.
- Assists in the development of the master schedule, appropriate caseload by program, course descriptions, and program brochures for the building where applicable.
- Maintains confidentiality, unquestionable integrity.
- Demonstrates knowledge of growth and development to the level assignment.
- Consults with educational personnel regarding the developmental needs of students.
- Consults with parents regarding the services and resources provided by community agencies.

## **SUPERVISORY RESPONSIBILITIES:**

Assist in the supervision of students in the counseling area and school building

## **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION and/or EXPERIENCE:**

Degree(s) required in major area of study.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Missouri Teaching Certificate.

**COMMUNICATION SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with student, peers, and parents.
- Excellent oral and written communication skills
- Ability to perform duties in full compliance with district requirements and School Board policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate.*

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

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Revised: SY 2004-2005