



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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Position Title: Counselor – High School CTE  
Reports To: Principal, CTE Coordinator  
Classification: Certified  
FLSA Status: Exempt  
Work Year: 197 days / 10 months

Location: School Site  
Supervises: None  
Status: Full-time  
Benefit Eligible: Yes  
Salary: See [lhusd.org](http://lhusd.org) website

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### **Qualifications**

- Valid Arizona School Counselor certificate
- IVP fingerprint clearance card through AZ Department of Public Safety

### **Function**

- To provide future planning, career counseling and job acquisition skills for all students
- To assist all staff and instructors in the career development process
- To promote a positive image of CTE within the school, district and community

### **Responsibilities and Requirements**

#### CURRICULUM AND INSTRUCTION

- Implement the standards and benchmarks of the comprehensive school counseling program which is aligned with the American School Counselor Association (ASCA) National Model to provide academic, personal/social, and career competencies to all students
- Develop and implement a comprehensive year-long plan based on Lake Havasu Unified School District Counselor Evaluation and Growth System containing measurable objectives and specific tasks
- Maintain and submit monthly reports of the percentage of time spent implementing all components of the comprehensive school counseling program
- Maintain weekly calendar of activities/events/presentations and make available for review by administration
- Provide developmentally appropriate academic, personal/social, and career/occupational information

#### DELIVERY OF SERVICES

##### Services to Students:

- Providing career counseling to students within an individual or group school setting.
- Serving as a resource for student educational planning, career and life skills decision-making.
- Encouraging students to develop and enhance effective interpersonal communication skills and problem solving strategies.
- Screening students for appropriate program placement.
- Working with web based college and career planning tools such as: Major Clarity.
- Utilizing career resources such as current labor market information and community based job information.
- Providing work preparation and job retention assistance, including resume writing, interviewing skills, applications, and networking strategies.
- Assisting students in locating internships, job shadowing experiences, mentors, and specialized scholarship information
- Assists students with special needs in transitioning to secondary schooling or the workforce

##### Service to School Staff:

- Supporting the school site, counseling goals.
- Serving as a resource person for career counseling to site counselors, classroom teachers, and CTE instructors.
- Providing specialized career-related workshops to groups of students or staff upon request.
- Meeting with CTE Coordinator and district personnel to ensure that CTE activities are supportive and consistent with the total educational program of the host school and local partners.
- Assisting in the development of promotional activities, distributing course material, and implementing CTE program support services

##### Service to Families and Community:

- Establishing and maintaining effective working relationships with local partners.
- Distributing informational materials that reflect the mission of CTE.
- Assisting with career and college fairs, CTE open house, and back-to-school nights.



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- Supporting student achievement by attending community events.
- Assisting with transitions to post-secondary options, including community colleges, 4-year universities, career-technical schools, military, or the workforce.
- Actively developing new programs based on community needs and student interests.
- Cooperating with School-to-Career goals by creating business partnerships for job shadowing, internships, mentoring, career speakers, and employment.
- Providing community members with qualified, trained employees.
- Inviting local partners to participate in advisory committees.
- Participating in community-based organizations (i.e. Chamber of Commerce, Industry Education Council, PSTA, etc.)
- Maintaining our commitment to work-based learning for students through the use of paid or unpaid community placements.
- Arranging field trips to enhance certain class experiences or curriculum.

### ASSESSMENT

- Coordinate and assist CTE teachers and career center staff in administering Technical Skills Assessments and industry certification tests.
- Collect and analyze data to guide program direction and emphasis using Technical Skills Assessments
- Conduct a yearly program assessment analysis to review extent of program implementation
- Measure results of the school counseling program activities and share results as appropriate
- Monitor student academic performance, behavior and attendance and assist with appropriate interventions
- Maintain a climate of confidentiality and trust in accordance with guidelines adopted as Code of Ethics by the American School Counselor Association (ASCA) and Arizona School Counselors Association (AzSCA)
- Assist counselors and participate in administering the senior survey. Use senior survey results to assist CTE staff in completing follow-up placement data report

### OTHER

- Use the skills of leadership, advocacy and collaboration to create systemic change to improve the academic and career success of all students
- Follow specified standards, policies, protocols and procedures of the school and district
- Remain current on state and local policies and programs
- Adhere to ethical practices of the state and national counseling associations
- Maintain professional compliance through professional development, independent studies, or college courses
- Maintain and reference the college and career readiness indicator (CCRI) spreadsheet to make data driven, educational decisions for students
- Perform such other tasks and job-related duties and responsibilities as may be assigned by the Building Principal

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### **Other Information**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.