



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Career Counseling Specialist	<b>Location:</b>	School Site
<b>Reports To:</b>	LHHS Administration	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- Bachelor's/Master's degree in teaching or counseling preferred but other degrees and/or experience considered.
- Career coaching experience preferred with strong working knowledge of both the education and business industries.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety
- Valid driver's license with good driving record; ability to travel for employment with flexible hours.

### Summary

- We are seeking a dynamic career counseling specialist to join our high school community.
- The career counseling specialist is responsible for working directly with LHHS Staff (counselors, CTE Department, teachers, administrators), WAVE, and Mohave Community College to help students prepare for their future.
- Desired outcomes include increased number of students accessing a variety of career pathways, long term success in career pathways, increase enrollment, and increase engagement with business and higher education partners.

### Qualifications

- Computer literacy (Excel, PowerPoint, Word, Outlook)
- Ability to communicate effectively, orally and in writing.
- Ability to relate well with diverse populations and serve staff, students, and public with exceptional service.
- Task-Oriented, self-starter with the ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Prepare, promote and participate in marketing/recruitment activities for the District.
- Enter, maintain, manage, monitor and report district /school data pertaining to established goals.
- Prepare reports to measure program outcomes and disaggregate data to inform goals for increasing success rates in diverse populations.
- Inform, coordinate, recruit, support, enroll, and monitor students participating in the various instructional programs offered by the District with Mohave Community College
- Support District initiatives aimed at maintaining enrollment, increasing student performance, and reducing learning loss.
- Stay current on trends, opportunities and resources related to post-secondary education and careers in order to develop and implement career development programs, workshops and events to help students, teachers and families plan for the future.
- Collaborate with teachers, administrators and community organizations to provide students with a variety of opportunities to gain real-world experience and exposure to different careers.
- Interact with students and families to provide guidance on college and career options, academic planning/preparation, career exploration, college visits/application, financial aid planning/FAFSA completion/scholarship searches, transition activities/work-based learning, enrichment activities, and events
- Act as a liaison between students, parents, partners, community college, business/industry and WAVE.
- Be constantly aware of the importance of public relations in all aspects in the performance of these duties.
- Perform other duties when assigned by the immediate supervisor.



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### 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.

### 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.