

COLLGE CAREER & TECHNICAL EDUCATION/ LEAD SCHOOL COUNSELOR

Purpose Statement:

The job of College, Career, and Technical Education (CCTE)/ Lead School Counselor was established for the purpose of conducting support of the CCTE curriculum and college and career guidance and planning for students across the county, as the focus for guidance and program administration; providing information and support to students, school counselors, teachers, and schools. This job will directly oversee all school counselors in PreK-12 to enhance high-quality advisement as well as accountability measures across the district. This job reports to the College, Career, and Technical Education Director.

Essential Functions

1. Provide assistance to the CCTE Director in administering the plans for improving system report card indicators of performance.
2. Provide direct support to School Counselors PreK-12 to ensure fidelity in all comprehensive school counseling programs district-wide.
3. Develop and maintain agreements with post-secondary institutions for Dual Enrollment/Dual Credit course options aligned to CCTE pathways offered in Cumberland County School.
4. Support students with the dual enrollment process for CCTE-aligned courses (i.e. dual enrollment grant application, college applications, consortium agreements, etc...)
5. Provide career guidance resources to CCTE educators, school counselors, and WBL coordinators.
6. Assist CCTE teachers in collecting and maintaining documentation to support CCTE SSQI reporting in accordance with Carl Perkins Federal standards.
7. Provide assistance in the collection and reporting of student EIS data.
8. Work cooperatively with students, school counselors, administrators, teachers, other staff members, and parents to accomplish the purposes established in this position.
9. Support in the monitoring and reporting of CCTE concentrator status, as well as other CCTE/CCR data.
10. Assist in achieving the established system goals pertaining to CCTE students, CCTE Educators, Career Coaches, and School Counselors.
11. Coordinate and oversee career based events, activities, and/or trips that support the district's college & career framework.
12. Schedule and conduct meetings/training to support the work of school counselors and/or CCTE staff.
13. Provide individualized and/or group advisement for CCTE needs.

14. Select and provide support for the use of high-quality advisement materials. Including but not limited to career assessments, career development resources, as well as career curriculum in grades 5-12.
15. Provide guidance and direction for students to develop an appreciation of self-worth that recognizes achievements and successes toward educational and career goals.
16. Coordinate with the CCTE department for staff development and in-service activities.
17. Support administration and use of computer-based career assessments.
18. Support school counselors with the utilization of career assessments and career exploration in the advisement process.
19. Provide district level support for K-12 school counselors to ensure implementation of high quality counseling programs.
20. Represent the school and community in a positive manner.
21. Perform all other related tasks as assigned by the CCTE Director.

Other Functions

1. Performs other related duties as assigned by the CCTE Director for the purpose of ensuring the efficient and effective functioning of the work unit.
2. Responsible directly to the CCTE Director for the efficient and effective accomplishment of all assigned tasks.
3. Performance is evaluated by the CCTE Director.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing; effective listening; facilitating meetings; guiding others; instructional techniques; managing projects/programs; coordinating, facilitating, monitoring activities; planning; problem solving; and uses of technology. This position is responsible for the career guidance and course selection for students. Particular attention is directed to the development of Articulation agreements with post secondary institutions, student career orientation and successful planning and achievement toward those goals. Coordination with the school counselors and administration is essential to provide the optimal program opportunities, tracking, documentation and follow up for CTE students.

KNOWLEDGE of Career and Technical Education, programs, and processes is required to perform, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical

fields; concepts of grammar and punctuation; grant administration; community resources; district policies and procedures: and bookkeeping and budgeting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit;. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. [Coordinate with all School Counselors to ensure comprehensive school counseling programs.](#)

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.