

## Northwest Technical School – Career Education Counselor

**Job Title:** Career Education Counselor  
**Department:** Instructional Support  
**Reports to:** Director  
**Classification:** Exempt  
**Category:** Professional Staff

### Summary

The career education counselor is responsible for overseeing follow-up and career guidance programs.

### Essential Duties and Responsibilities

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Become familiar with financial aid materials, policies, and procedures.
- Oversee student follow-up studies of graduates from the technical school.
- Coordinate student placement activities.
- Conduct student recruitment activities at area schools.
- Oversee the administration of adult student entrance assessment tests and enroll prospective students.
- Coordinator guidance activities between Northwest Technical School and the area comprehensive high schools.
- Provide career and personal guidance counseling services to secondary and adult technical students.
- Complete and submit local and state student reports.
- Other duties as assigned and/or prescribed by the Maryville R-II School District policies and procedures.

### Supervisory Duties

None

### Qualifications

**Education** - Bachelors degree or higher in counseling.

**Certificates, Licenses, Registrations** - Current Missouri certification as a counselor.

### Skills and Abilities

#### Language

An individual who holds this position must have the ability to:

Present information to staff members.

Respond to common questions and complaints.

Interview students and staff.

Read, analyze and interpret professional journals, Board policy, administrative procedures, government memos and statutes.

Write staff memos and ordinary business correspondence.

Keep information confidential when required by law, policy or a particular situation.

## Northwest Technical School – Career Education Counselor

### **Computation**

Ability to compute ratios, percentages and create and interpret graphs and figures.

### **Reasoning**

Ability to define problems, collect data, establish facts and draw valid conclusions.

### **Technology**

An individual who holds this position must have:

Basic computer word processing, spreadsheet and research skills.

An ability to access and create reports using the district's student information software.

### **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 essential functions.*

An individual who holds this position is frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, sit for up to an hour at a time and supervise bus loading and unloading areas.

### **Hearing**

The employee must be able to hear a conversation in a noisy environment.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The work environment is consistent with a typical office environment; however the individual who holds this position will regularly be required to be outside in temperatures below freezing and above 100 degrees. An individual who holds this position is frequently required to work irregular or extended hours.