
CAREER COUNSELING COACH

PURPOSE: Provides a program to maximize students' entry into appropriate post-secondary education and career training. This position develops and monitors program data and reports, as well as promotes career programs with students, staff, parents, and the community.

QUALIFICATIONS:

1. Bachelor's degree from accredited college/university.
2. Current Kansas teaching license.
3. Ability to communicate effectively orally and in written form.
4. Ability to work with students and maintain emotional control under stress.
5. Ability to manage Xello or other IPS systems and instruct students and staff in its use.
6. Desire to continue career improvement.

REPORTS TO: Principal

FULL/PART-TIME: Full-time or Part-Time

FSLA: Exempt

BOE APPROVAL: 9/9/2019

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular and predictable attendance in accordance with assigned work schedule.
2. Deals with confidential information and/or issues using discretion and good judgment.
3. Develops and implements a variety of special programs for the purpose of providing for the educational, workforce skills, and developmental needs of students.
4. Assists instructors in providing all students with job-seeking and job-retention skills for the purpose of helping students to maximize their success in the workforce.
5. Assists students in a wide variety of ways (e.g. interviewing skills, job-seeking and retention, applications, resumes, letters of inquiry, assessing potential of job; opportunities, military applications, etc.) for the purpose of reaching their career goals.
6. Compiles data from a variety of sources for the purpose of evaluating program success and/or complying with financial, legal, administrative, and federal monitoring requirements.
7. Maintains liaisons with post-secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible student.
8. Participates in a variety of meetings, workshops, and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
9. Guides and counsels individual students and groups for the purpose of meeting developmental, educational and job-related skill needs.
10. Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
11. Prepares a wide variety of manual and electronic reports and materials for the purpose of communicating with staff, students, parents, and community.
12. Serves as a liaison between the home, school and appropriate community resources for the purpose of coordinating efforts to meet the basic needs of students and their families.
13. Participates in collaborative team meetings, as needed.

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14. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with K.S.A. 72-2408 through 72-2411.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.