

FILE: GBBBR

Vocational Guidance Counselor/Adult Basic Education Teacher
Job Description

Qualifications:

Education: Teacher certification - guidance certification preferred.

1. Ability to work amiably with people of all educational and socioeconomic backgrounds.
2. Ability to plan, organize, and teach adult education classes.
3. Ability to adapt work schedule to the needs of students.
4. Ability to select, administer, and evaluate ability and interest evaluation instruments.

Immediate Supervisor: Director of Vocational and Adult Education

Duties and Responsibilities:

1. Provide leadership in implementing vocational guidance in Jackson County.
2. Establish and implement an improvement process in vocational counseling.
3. Establish good public and employee relations.
4. Maintain professional work habits.
5. Maintain and upgrade professional skills.
6. Provide individual and group counseling for personal growth and self-understanding.
7. Offer individual and group counseling for educational/career planning.
8. Confer with parents and teachers regarding the development needs of individual vocational students.
9. Provide leadership in planning and implementing career development experiences.
10. Coordinate the referral of vocational students for school and community services.
11. Coordinate the school/county vocational assessment program and disseminate and interpret test results.
12. Conduct follow-up studies as requested.
13. Collect and maintain student data.
14. Coordinate and teach adult basic and other adult education classes as assigned by the director of vocational and adult education.
15. Perform other job related duties as assigned by the director of vocational and adult education.

Reference: State Board Policy 5311
Jackson County Board of Education
Approved: August 7, 1986
Revised: February 9, 1989