

Counselor of Guidance and Career Services – Saline County Career Center

Marshall Public School District Job Description

Position Title: Counselor – Saline County Career Center

Department: Counseling

Reports To: Director

SUMMARY: To provide a comprehensive guidance program for secondary and adult students and specifically provide activities to meet the needs of their assigned case-load; consult with teachers, staff, parents and employers, and sending school personnel to enhance their effectiveness in helping students; and provide support to other high schools educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual, secondary and adult students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revise the building counseling and Career Services programs.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular curricula.
- Participates in Advisory Meetings at SCCC to identify current and future needs of potential employers
- Plans Job Fair for all SCCC seniors and interested patrons of the community
- Conducts Pre Employment workshops for all SCCC seniors
- Develops materials and maintains Public Relations with technical schools, community employers businesses and Military personnel
- Conducts 180 day follow-up on exiters,
- Responsible for Screen 22 and 23 Core data Report
- Responds to crisis situations when appropriate.
- Serves as building testing coordinator and proctors TABE, NET for adult students and may administer tests such as interest and aptitude for secondary students.
- Attends 8th grade orientation at Saline County Career Center and Marshall High School, evening parent meetings and other parent information.

- Recruits students from the four sending schools into programs at Saline County Career Center
- Collaborates with other High School Counselors for enrollment of students at Saline County Career Center
- Attend IEP meetings of students enrolled at SCCC

SUPERVISORY RESPONSIBILITIES: As assigned

EDUCATION and/or EXPERIENCE: Masters degree in counseling, counselor certificate.

CERTIFICATES, LICENSES, REGISTRATIONS: Counseling Certificate grades 9-12

EVALUATION: Performance of this job will be evaluated by the Director in accordance with the guidelines and procedures established in the Missouri Department of Elementary and Secondary Education's Performance-Based Counselor Evaluation.

TERMS OF EMPLOYMENT: Ten+ month employee. Salary to be established by the Board of Education.

