TITLE: Secondary Career Technical Education Counselor

QUALIFICATIONS: 1. Minimum of Master's Degree in Education from and accredited university

2. Valid Alabama Educators Certificate with appropriate subject area

endorsement(s) and grade level.

REPORTS TO: Director of Career Technical Education and Student Services

JOB GOAL: To provide guidance and instruction to students within the Albertville City School

System through teaching subject matter and skills that will contribute to their

development as mature, able, responsible, and productive citizens.

Job Duties:

1. Guides students in the learning process toward the achievement of Career and Technical Education program success and attainment of College and Ready Indicators.

- Collaborates with CTE teachers as appropriate to evaluate and discuss students' needs and
 progress, develop lessons and activities in accordance with the adopted curriculum, coordinate
 instructional efforts, identify academic and behavioral issues, and make referrals to ACS
 personnel or other professionals as needed.
- 3. Works with a variety of staff as needed to make necessary accommodations for students as required by Individual Education Programs (IEPs) and 504 plans and to integrate appropriate teaching plans and strategies into the district's curriculum to effectively meet students' needs.
- 4. Provide academic, vocational, career and personal guidance and counseling for prospective, new, and continuing students.
- 5. Support all CTE student populations enrolled in courses and programs by clarifying or advising academic goals and maintaining enrollment priority.
- 6. Establish an equitable process for participation in CTE programs for all students.
- 7. Assist with career and educational planning, strengthen partnerships with schools and CTE programs, intervene as directed to increase completion, conduct classroom presentations, and close collaboration with all faculty, administration, and other staff/departments to ensure CTE program success.
- 8. Participate in program planning, regular meetings with instructional faculty and staff, and program evaluation of activities.
- 9. Monitor, track, and record students' CCRI status to ensure attainment of district educational goals. Updates student records regarding CCRI obtainment in the student management database.
- Facilitate small and large-group workshops and general information sessions to explain CTE programs.
- 11. Conduct orientations and workshops related to student success via in-class visitations and career fairs.
- 12. Review and develop CTE curriculum pathways to ensure completion, industry credential attainment, and alignment with ALSDE CTE course standards.
- 13. Assist in developing partnerships with higher education for approved dual enrollment programs and ensure successful administration. Provide guidance to CTE program students about available Dual Enrollment programs.
- 14. Provide orientations and workshops at schools to promote CTE programs as part of outreach efforts.
- 15. Use technology tools as it relates to counselor functions.
- 16. Assignments may include counseling duties scheduled during some evenings, weekends and at off-site campuses.
- 17. Assist in developing methodologies for students with special needs and different learning styles.
- 18. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.

- 19. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic, and socio-economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
- 20. Participate or lead in curriculum development and review for grades 7-12 to ensure district academic standards and course offerings align with ALSDE Courses of Study. Assists with the development of student course handbooks that align with district goals and ensure compliance with ALSDE courses of students.
- 21. Assists schools in master scheduling of CTE courses and enrollment of students in CTE programs.
- 22. Assist with the management and advisement of the district's online virtual school platform.
- 23. Assesses the advancement and accomplishments of students on an ongoing basis through the utilization of data reporting tools and other methods; prepares progress reports for distribution as required by school guidelines.
- 24. Collects and maintains accurate, complete, and proper documentation for the purpose of preparing reports, recording activities, and complying with applicable district policies and state/federal laws and regulations.
- 25. Notifies appropriate personnel regarding evidence of child abuse/neglect (as required by state law), as well as severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances.
- 26. Maintains familiarity with the school's safety plan and actively contributes to a safe school environment by following applicable procedures and laws, reporting unsafe actions and/or conditions, and assisting with supervision as required.
- 27. Exerts 20-50 pounds of force occasionally, 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly.
- 28. Maintain professional growth and competence through professional development <u>as per Board</u> Policy 5.5 Personnel Professional Development.
- 29. Attend staff meetings, as required, and serve on staff committees as assigned.
- 30. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 31. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EM	PLOYMENT: 9-Month 10-Month 11-Month 12-Month
EXPECTED W	DRKDAY: 8-Hours
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position
EVALUATION:	Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements
Reviewed and a	greed to by: Date
☐ Principal/Progra	Employee m Coordinator Human Resource Initials

BOARD APPROVED: 11/30/2021