



Thompson School District Licensed Staff Job Description

Job Title: College and Career Counselor
Prepared Date: June 22, 2015
Work Year: 195 days
Reports To: Director of Secondary Education

SUMMARY: The College and Career Counselor will support and monitor academic and career pathway opportunities in partnership with secondary schools. The College and Career Counselor will support school personnel in meeting the expectations for the implementation of Individualized Career and Academic Plans (ICAP) and supervises the Accelerating Students through Concurrent Enrollment program (ASCENT). Reports directly to the Director of Secondary Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide vision and leadership to the development, implementation, evaluation and continuous growth of all school and district-level services relating to Postsecondary Workforce Readiness programs including the College and Career Center, while ensuring alignment and integration of new strategies and programming to existing programs.
- Collaborate with administrators, teachers, and counselors to ensure the implementation of district-wide and school-based PWR systems that match students with postsecondary planning opportunities to effectively support them toward graduation, college, and career success.
- Engage partnerships and collaborative relationships with colleges, universities, governmental agencies, non-profits, foundations and businesses to support the programming associated with Career Center in TSD.
- Collaborate with business and industry partners in ongoing identification of contextual learning and employment opportunities.
- Assist counselors in preparing all students and parents for pathway choices; and support students during pathway application, enrollment, and registration processes, with particular attention to course selection and Individual Career & Academic Plans.
- Develop and implement a 6 year plan for C3 aligned to TSD goals and benchmarks.
- Participate in T2L task force.
- Work collaboratively with CTE
- Connect with PSWR options, recruiters, college, career, and Larimer County Youth workforce.
- Build capacity at middle school.
- Using existing systems: align pathways and ICAP for use in the Career

Center

- Collaborate with high schools for college visits, applications district trips etc.
- Plan/Host workshops for parent's students in collaboration with high schools.

QUALIFICATIONS:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated knowledge of Colorado education reform and educator effectiveness
- Trusted by peers and administrators
- Demonstrated success in achieving high outcomes for students
- Effective communicator, both verbally and in writing
- Recognized teacher leader
- Strong organizational skills, including attention to detail and follow-through
- Strong analytical and problem-solving skills including the ability to critically assess challenges and identify effective solutions
- Exceptional ability to bridge and enhance working relationships with multiple constituents and organizations
- Knowledge of adult learning theory

EDUCATION AND TRAINING: Master's Degree in Education Leadership or other related field. Equivalent combination of education and experience acceptable.

EXPERIENCE: Over 3 and up to 5 years' experience in applicable teaching, counseling, or related field

DIVERSITY OF DUTIES: Duties are of a somewhat diversified nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents. Duties for this position will require cross-training across the various aspects of student information.

SAFETY TO SELF AND OTHERS: In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.

We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured. *The*

physical demands, work environment factors, and mental functions described below 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 the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT: The noise level in the work environment is usually quite.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate and use interpersonal skills.

TO APPLY: Applications may be obtained

- via the District website: <http://www.thompsonschoools.org>

AN EQUAL OPPORTUNITY EMPLOYER

Conditions of Employment include (but are not limited to):

- **Direct Deposit of paychecks.**
- **Compliance with Thompson School Districts policies (e.g. Drug Free, Internet, Safety, etc.)**
- **All full-time employees are required to enroll in the District's insurance plan.**
- **All employees working a minimum of 3 ¾ hours per day (50%) are required to enroll in the District's life insurance plan,**
- **Successful completion of a post offer, pre-placement physical required for select positions in Transportation, Custodial, Nutrition Services and Paraprofessionals.**