

## **CTE Counselor Program Standards**

1. The Career and Technical Educational Counselor (Vocational) holds a valid teaching certificate in the appropriate area designated by the Office of Educator Licensure, including the 436 and/or 314 – defined by accomplishing certification in computer competency and the module introduction to Career and Technical Education – if hired after July 1, 2009.
2. The CTE Counselor class schedule matches percentage of time on the Teacher Budget Report.
3. Counseling services are provided to all students (including Special Populations students) for social and emotional, academic and career development training
4. Provide placement information to students
5. Assist in coordinating the integration of academic and career and technical skills by consulting with teachers and other professional staff
6. Coordinate activities leading to program retention and completion
7. Work with and assist in district and OCTE Compliance and Reporting
8. Assist with state mandated career and technical tests
9. Maintain an annual calendar of Program of Work which supports components of the Every Student Succeeds Act and Perkins V
10. Maintain student information and record keeping
11. Conduct Annual Program Evaluation
12. Participate in professional growth opportunities and update technical and career knowledge and skills
13. Establish a public relations plan and strengthen students, parents, and the public's knowledge and involvement of CTE events, activities, and new trends in CTE
14. Serve as liaisons between the students and community resources
15. Maintain a local industry advisory committee that meets at least twice a year
16. Comply with response management as prescribed by the Counselor Growth Rubric and the American School Counselor Association (ASCA) and participate in crisis/emergency response training
17. Counselors assist and review student records focusing on low grades, poor attendance, failure to be promoted, and classroom disengagement