

JOB DESCRIPTION
Gary Community School Corporation

Job Title: Teacher – Counselor/Data Specialist
Department:
Reports To: Assigned Principal
FLSA Status: Exempt
Job Status: Full-time, Certified
Funding Source: General or Federal Fund

PURPOSE STATEMENT

Provides individual and group career counseling to students and alumni, assisting them in exploring career options, evaluating their skills and interests, developing job search strategies, preparing for interviews, and connecting with potential employers to make informed career decisions; often coordinating career fairs and internship opportunities within the center.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Conducting one-on-one meetings with students to assess their career goals, interests, and skills, and provide guidance on career paths, job search techniques, resume writing, and interview preparation.
- Facilitating group sessions on topics like career exploration, networking, industry trends, and job market insights.
- Administering aptitude and interest assessments to help students identify suitable career fields and institute surveys to continue student interest.
- Maintaining a comprehensive database of job postings and internship opportunities, matching them with student profiles. Work with Industry partnerships to maintain work- based learning opportunities.
- Building relationships with local employers to secure internship and job opportunities, and facilitate employer presentations on campus.
- Organizing and managing career fairs, including outreach to employers, student registration, and event logistics
- Providing ongoing career guidance and networking opportunities to alumni
- Tracking student engagement with career services, analyzing data to identify trends and inform program improvements

SUPERVISORY RESPONSIBILITIES

Provide school and community-wide leadership in helping students achieve the fullest benefits from the Gary Area Career Center's Counseling Program, work-based learning opportunities, data analysis, printing for public relations and community partnerships.

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.

Knowledge of:

- Knowledge of current job market trends, industry sectors, and career development strategies

Skill in:

- Excellent communication and interpersonal skills to build rapport with students and employers
- Strong listening and advising skills to understand student needs and provide appropriate career guidance
- Proficiency in utilizing career assessment tools and online job platforms
- Ability to effectively present information and facilitate workshops
- Organizational skills to manage multiple tasks and deadlines

Ability to:

- Plan and supervise purposeful assignments for teachers' aide(s) and volunteer(s) and, cooperatively with department heads, evaluate their job performance.
- Regularly communicate student academic progress to students, parents, and staff so that timely corrective action can be taken if required.

EDUCATION AND EXPERIENCE

- Eligible to qualify for the Workplace Specialist License
- Experience working in a career services center or related role, preferably within a higher education setting

Note: Specific responsibilities may vary depending on the size and focus of the career center, as well as the institution's needs.

May include but not limited to:

Working with printing materials for public relations

Working with the InTers input system for Indy Grants

Other duties as assigned by administration

CERTIFICATION

Certificate, teaching licenses for area in which applying to teach, or other legal credential required.

PHYSICAL DEMANDS

The physical demands described here 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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Continuing Educ./Training

- See Above

Certificates & Licenses

- See Above

Clearances

- CPS/Background Clearance