POSITION TITLE: Counselor, CTE

JOB CODE: 000255, 000976

CONTRACT LENGTH: 11 Months or 12 Months

PAY GRADE: 10 ES

IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY:
Responsible for administering and interpreting vocational assessments for all 8th grade students as well as for CTE and magnet students.

ILLUSTRATIVE DUTIES:
• Administers vocational interest and aptitude tests to all 8th grade students as well as to students in magnet and CTE programs.
• Analyzes and interprets results of the vocational assessments for students and school staff.
• Collaborates with evaluation specialists, guidance counselors, vocational counselors, and parents regarding test results and recommendations for vocational programs.
• Participates in the Special Education ARD/IEP process to interpret results of the vocational assessment and assist with transition issues.
• Provides in-services and workshops for appropriate school personnel.
• Performs miscellaneous job-related duties as assigned.

EDUCATION:
• Master Degree from an accredited college or university in Guidance and Counseling
• Texas Education Agency Counseling Certification

EXPERIENCE:
• Five years teaching experience as a secondary school counselor
• Detailed knowledge of career and technical education programs
• Working knowledge of special education procedures and programs and vocational assessment instruments to ascertain interests and abilities of students

OTHER REQUIREMENTS
• Ability to communicate effectively in both written and oral forms with all levels of management both internal and external to the district.
• Ability to acquire information regarding different subjects, analyzes, select, and present information in an acceptable form.
• Ability to establish and maintain effective working relationships with all levels of management both internal and external to the district.
• Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.
• Ability to travel throughout the district.
• Ability to lift and carry up to 20 pounds, stoop, kneel, crouch, walk, twist, climb, drive and/or be mobile.
• Valid Texas Driver’s License with appropriate insurance coverage.