

**INDEPENDENT SCHOOL DISTRICT NO. 6070
ITASCA AREA SCHOOLS COLLABORATIVE**

Job Title: IASC Guidance Counselor

Supervisor: IASC Executive Director

Purpose

The purpose of the Career Guidance Counselor is to provide and coordinate services that enable students to learn through work experiences. The coordinator works with school staff, businesses, industry, and community representatives to design, implement and evaluate student learning through work.

Essential Duties and Responsibilities

Program Development:

- Design and deliver the school-based career seminar course, including instruction on career exploration, safety, and employee rights.
- Link work-based learning experiences to related instruction, including CTE courses.
- Design and implement a process for accepting students into the work-based learning program.
- Recruit employers to participate in the work-based learning program.
- Secure suitable worksites for students.

Program Management:

- Develop partnerships with employer partners.
- Coordinate the work-based learning advisory committee.
- Confirm logistics, including transportation for students, parent/guardian permission and emergency contact information.
- Partner with employers and students to finalize an individual training agreement and training plan.

Program Supervision:

- Review worksite responsibilities with the student and employer.
- Conduct worksite visits to ensure the workplace is a safe and appropriate environment.
- Monitor and track students' work experience hours.
- Encourage students to share information regarding supports and accommodations needed to be successful in the workplace.
- Maintain communication with employers.
- Follow-up on any concerns or questions raised by the student, parent/guardian, or employer.

Program Evaluation:

- Evaluate student progress on individual training plans.
- Collect documentation and submit reports as required by the school district.
- Coordinate the evaluation of the work-based learning program on a yearly basis and make changes as needed.

Program Marketing:

- Work with school administrators and school counselors to ensure the program is included in the class schedule.
- Create promotional materials.
- Promote the program to parents, students, and employer partners.

Instructional Delivery of Program:

- Serve as a liaison between school and job sites. Assist team to monitor and adjust student's program according to need.
- Consult regularly with student and school staff.
- Consult regularly with service providers, administrators, and coordinators.
- Provide training, support and communication with work site employers/supervisors.
- Monitor employer compliance with federal and state labor laws and industry regulations.
- Oversee the work of school staff who provide support to students in the Work Based Learning setting.
- Assist team to develop behavioral interventions as needed using positive behavior interventions and supports.
- Assist districts to create opportunities/curricula for students to learn job skills prior to students being placed in a job.
- Assist teams to determine if/when a student qualifies for a work experience.
- Obtain required signatures for all Work Based Learning documents/agreements.
- Provide and/or support Career Seminar course requirements as directed by supervisor.
- Complete reporting requirements for grants that are supporting this work and this position.
- Seek out and develop potential job sites

Collaboration and Teamwork:

- Works well with a variety of staff and administration who have varying levels of experience and knowledge about Work Based Learning.
- Remains flexible to the changing needs of the position and employment opportunities available in each district.
- Provides timely and respectful feedback to school teams and administration.
- Collaborate with other IASC transition-based programs

Other duties as assigned.

Required/Desired Education

- A School Counselor license in the state of Minnesota.
- Preference is given for someone with a Work Based Learning endorsement, or willingness to enroll in and complete this within one year.
- Master's degree preferred.

Experience and Qualifications

- Career guidance experience preferred
- Must be detail-oriented, organized, and able to problem solve
- Ability to work independently and with groups
- Must be able to work and build positive relationships with staff of varying abilities and experience
- Experience with conflict resolution

- ☐ Experience and comfortable communicating using Google (Email, Drive, and Calendar) along with virtual meeting platforms

Personal Characteristics

- ☐ Need for extreme confidentiality
- ☐ Handle multiple tasks
- ☐ Attention to detail
- ☐ Remain calm when stressed

Physical Requirements

- ☐ Keyboarding-repetitive motion
- ☐ Working with parents/staff/administration/outside agencies
- ☐ Normal school working conditions
- ☐ Ability to travel between districts and work sites (including seven school districts and regional connections)
- ☐ Working under time pressures created by due dates/deadlines

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability