



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Part-Time Counselor/Coordinator for James H. Groves Adult Education High School
Mon-Thurs 8:30 am - 3:30 pm (up to 29-hours per week)

LOCATION: Adult Education Division- Marshallton Building

REPORTS TO: Building Administrator

QUALIFICATIONS: Must hold or be eligible for Delaware Teacher Certification or Groves Adult Teaching Permit.

GOAL: Coordinate and support students and staff for the James H. Groves High School program.

SPECIFIC DUTIES:

- Coordinate student enrollment, evaluate student records, create student schedules, graduation plans, and postsecondary career plans.
- Develop, monitor and follow-up on student transition plans. Provide information to students regarding various requirements for colleges, trade and technical schools, financial aid programs, (i.e. SEED) and referral services.
- Monitor compliance with state requirements (CEA3 process) and student accountability system (LACES).
- Oversee credit recovery by acting as a liaison between the high school counselors and Groves Program.
- Maintain and communicate attendance, performance, and growth data with students and staff in a timely manner.
- Monitor student progress towards graduation requirements.
- Provide information and support regarding various postsecondary requirements for colleges, trade and technical schools, financial aid programs, and referral services.
- Refer students (as needed) to appropriate community resources.
- Proficient computer skills including Google Apps, Microsoft Office, Schoology, Edmentum, and the use of Zoom and/or Teams.
- Perform any other duties as assigned by administration.

TERMS OF EMPLOYMENT: 10+ months per year

SALARY: \$33/hour According to the salary schedule approved by the Board of Education.

Groves Counselor/Transition Counselor/Site Coordinator

Responsibilities can include:

- I. Student Enrollment/Orientation
 - a. Student orientations
 - b. Administer inventories: learning styles, career interest, skills inventory
 - c. Work with students on goal setting – academic, post-secondary, employment

- II. Transcripts/Scheduling Classes
 - a. Evaluate transcripts
 - b. Develop graduation plan
 - i. Schedule classes
 - ii. Certify that graduates have completed graduation requirements

- III. Student Counseling
 - a. Monitor student progress towards achieving goals
 - b. Provide general counseling to student encountering barriers

- IV. Transition to Postsecondary
 - a. Provide financial aid information to students regarding transitions
 - b. Provide information on scholarships and other grants to students
 - c. Coordinate college tours; arrange college fairs; arrange job fairs

- V. Career Counseling
 - a. Invite speaker to bring information on career topics
 - b. Aid students in job search
 - c. Advise on Career Pathways
 - d. Contact employers for work experience or community service verification