

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Career Counselor
Category:	Classified; Bargaining Unit ineligible; FLSA applies.
Contract:	Contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy. Grant supported one-year contract, renewable with grant.
Compensation:	Salary, insurance coverage and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience and responsibility.
Education/Degree:	High school diploma or equivalent required; Associate's degree (or higher) preferred.
Reports to:	Coordinator, Career Counseling
Supervises:	N/A
Job Goal:	The Career Counselor will assist students in grades 5-12 to understand their choices for post-secondary education and career training; maintaining liaisons with community leaders and business; providing information and/or direction to students, parents, teachers, and administrators about career and educational services available to eligible students; developing and monitoring of Ohio graduation requirements and pathways; report data and creating reports, and promoting programs with students, staff and parents; and participate with the ESCEO's Business Advisory Council.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Exceptional organizational and communications skills.• Maintains and organizes documentation of service to districts.• Confident with public speaking.• Abilities to promote positive internal and external customer relations.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

Responsibilities at Middle School Level – Grade 5-8

1. Communicates with school principal, guidance counselors and intervention specialists on their career exploration needs with students at all grade levels.
2. Provides career exploration through Ohio Means Jobs (OMJ) website or Naviance College and Career Readiness Solution.
3. Assists with career day planning.
4. Participates in Career Days, Junior Achievement, or Trade Day events.
5. Creates, plans, and instructs career exploration and life skills courses chosen by administration staff.

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6. Knowledgeable of Ohio Means Jobs website, creating student accounts and services available to school students.
7. Obtains a Safe Account through the Ohio Department of Education (ODE) to track OMJ student accounts and data.

Responsibilities at High School Level – Grade 9-12

Areas of Career Exploration:

1. Communicates with school principal, guidance counselors and intervention specialists on their career exploration needs with students at all grade levels.
2. Provides career exploration through Ohio Means Jobs (OMJ) website or Naviance College and Career Readiness Solution.
3. Suggests and teaches career exploration and life skills courses designed to prepare HS students for college and career readiness.
4. Advises, prepares, and schedules students with job shadowing experiences.
5. Serves as a student advocate through communication with business and trade schools, colleges, and universities; communication with parents; collaboration with schools with outside scholarship programs.
6. Engages your assigned school districts with youth services provided by Ohio Means Jobs service centers.

Areas of Graduation Pathway Requirements:

1. Supports administrators with tracking of student credits, End of Course (EOC) data, ACT scores, and ODE graduation pathways.
2. Determines which students are at risk of not graduating through data tracking.
3. Uses templates provided by the Lead Career Counselor to track data for students in each district.
4. Learns how to use school resources such as DASL, EMIS, and Progress Book to acquire student data needed for tracking graduation requirements and pathways.
5. Communicates with school district EMIS Coordinator on student data and required reports.
6. Knowledgeable of the requirements under ODE's Graduation Pathways.
7. Navigates ODE website for resources/requirements that can be shared with districts, students and parents.
8. Supports home school districts with the implementation of industry-recognized credentials and pre-apprenticeship opportunities.
9. Assists with communication to students and parents regarding at-risk graduation and developing a Student Success Plan.
10. Tracks honors diploma, ACT remediation-free scores, and 12-point industry-recognized credentials for the Prepared for Success component of the district's state report card.
11. Tracks students participating in College Credit Plus, Advance Placement tests, and International Baccalaureate to calculate bonus measures for the Prepared for Success component of the state report card.
12. Connects with Career Counselor or Guidance Counselor at Career and Technical Centers to track graduation pathway for students attending from home school.
13. Collaborates with intervention specialists to discuss students on IEP's and assess possible alternative pathways for graduation.
14. Provides school personnel information on ODE updates in regards to graduation requirements required exam scores and total points required for industry-recognized credentials.
15. Supports home schools using Microsoft Office curriculum and certification testing for an industry-recognized credential.

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16. Performs year-end assessments with assigned school district administrative staff to evaluate the current school year services provided and set goals for the upcoming school year.
17. Demonstrates ability to provide professional development and coaching to teachers and administrators.
18. Communicates the needs and suggestions of the ESCEO, Business Advisory Committee to your assigned school districts.
19. Contributes thoughts and ideas that will develop the services offered by Career Counselors.

All other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
4. Provides quality service to both internal and external colleagues and customers.
5. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
6. Generates internal and external support for ESCEO services.
7. Represents the ESCEO and its service schools with professionalism at all times.
8. Demonstrates at all times integrity and ethical behavior.
9. Responds quickly to directions for improvement from supervisors.
10. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. The position of a Career Counselor is to grow career counseling services in counties outside of Mahoning County. These counties include Columbiana, Trumbull, Portage, Stark, and beyond.
2. Possesses a state-issued driver's license and/or government-issued ID.
3. Reads, analyzes, and interprets data and reports.
4. Writes reports, correspondence, and other appropriate communicate.
5. Presents information and responds to questions effectively and efficiently.
6. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.

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10. Potential for exposure to blood-borne pathogens and communicable diseases.

11.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____