

**Job Title:** Counselor (Secondary Education CTE)  
**Department:** Guidance/Counseling  
**Reports To:** Assigned School Principal & Director of CTE  
**FLSA Status:** Exempt  
**Salary Schedule:** TT



## **SUMMARY**

The Career & Technical Education (CTE) Counselor coordinates the Work Based Learning, College Tech Prep/Pathways/Concurrent Enrollment, and CTE Programs at the high school and cone site level. The CTE Counselor is responsible for providing comprehensive developmental guidance and counseling services to students and provides group educational and CTE guidance services. The Counselor acts as a consultant in this regard to school personnel, parents, and the community.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Coordinates all aspects of the Work Based Learning program at the assigned high school and feeder schools. Works closely with the TLC program in providing the required WBL activities. Instructs other counselors, teachers, students and parents in WBL related activities.

Works closely with other counselors, students, and teachers in promoting College Tech Prep/Pathways/Concurrent Enrollment. Works with the District, college, ATC, students, and parents in facilitating participation in these programs.

Serves as a member of the school Comprehensive Counseling and Guidance Team.

Acts as the CTE coordinator at the cone site level, facilitating CTE related concerns and promoting CTE interests. Is responsible for the CTE Skills Certification Program with 9-12 grade CTE teachers and students in the assigned high school and middle school.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for CTE and educational planning.

Compiles and studies occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives.

Refers students to placement service.

Assists individuals to understand and overcome social and emotional problems.

Engages in research and follow-up activities to evaluate counseling techniques.

Provides individual and group counseling for pupils in the areas of personal, social, educational and career development. Under the direction of the principal, ensures the Individual Educational Plan Program is organized and carried out annually in the school.

Organizes and maintains student occupational and educational information and disseminates the information to students.

Consult with pupils, parents, teachers, administrators and other people within the community to bring about changes in the school that will more adequately serve the needs of the students and their families.

Consults with parents regarding their children and plans strategies that will assist the student and his/her parents in reaching desired goals using the individual Education Plan procedure adopted by Washington County School District.

Manages and conducts a basic educational assessment program in the school.

Keeps abreast of the total educational offering of the school.

Manages and participates in placement, including jobs for students, military organizations, colleges, vocational schools, apprenticeship programs, scholarships, etc.

Advocates for the students of the school.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities unless otherwise specified by school principal.

**KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Master's degree from an accredited college or university. Experience with high school counseling and CTE is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

An active Utah School Counselor K-12 License is required. An ESL endorsement would be beneficial.

**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.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>Director of CTE</b>		Date: <b>04/17/2007</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>04/23/2007</b>
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>08/03/2015</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>01/05/2018</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	