

Marion County Public Schools
Job Description

Position Title: Post-Secondary Coach/Innovative Programs Department: District Reports To: Superintendent or designee Approved By: Marion County Board of Education Date: MAY 2016

SUMMARY: The job of Career Counselor was established for the purpose/s of assisting students in understanding 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 program data and reports; and promoting programs with students, staff and parents. Supervisory duties that are relevant and applicable to the progression of the Marion County Schools

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Consultation with school counselors and ATC in scheduling students in career pathways with use of ILP
- Provide mentorship through goal-setting and conferencing
- Analyzing, reporting, and monitoring of non-academic and academic data such as attendance, behavior, failure reports, and drop-out, etc.
- Assist in administering and interpreting career assessment instruments
- Provide motivation and build positive relationships to enhance a culture of high expectations
- Consultation with school counselors in planning career exploration
- Maintains liaisons with all Marion County Schools, post -secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for all students.
- Coordinates a variety of events and programs (e.g. student assessments, classroom presentations, career fairs; college visits; field trips, student placement and follow up, etc.) for the purpose of supporting the smooth transition from middle school to high school to post-secondary training and/or employment.
- College & Career Readiness Monitoring & Consulting
- Assist in implementation of the 6 C's of Marion County (Collaboration, Communication, Creativity, Critical Thinking, Content, Commitment)
- Provide leadership and innovative thinking to advocate for student success
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

Teacher certification through the EPSB with consultant endorsement
Minimum of three years teaching experience

EDUCATION and/or EXPERIENCES: Bachelor's degree and teacher certification

LANGUAGE SKILLS: 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 groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. .

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.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.