

ESTILL COUNTY BOARD OF EDUCATION
Job Description

JOB DESCRIPTION: High School College and Career Counselor

QUALIFICATIONS:

1. Four-year degree in a related field.
2. Ability to relate well to people.
3. Possess strong planning, organizational, and coordination skills.
4. Be willing to work flexible hours.
5. Excellent written, verbal and computer skills required.
6. Knowledgeable of local and state programs and services available.
7. Believes that all students can be college and career ready.

REPORTS TO: High School Principal

JOB GOALS: To create, maintain, and operate a comprehensive program to prepare students for post-secondary education and career opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Attends work daily, being in prompt attendance, and remains on duty as specified by the Superintendent or the Superintendent's designee.
2. Provides career and college entrance information and assistance to students, teachers, parents, and counselors; coordinate day-to-day operation and schedule activities, programs, and speakers
3. Prepares career education and instructional materials for teachers and students; assist students in locating college/career information as needed for research, assignments, and post-high school planning
4. Trains and supports the implementation of the ACE (Achievement in Career Engagement) Program for each student to develop an Individual Learning Plan
5. Plans, organizes, develops, and implements career events and publications; prepare letters, flyers, mailers and other materials to publicize services, resources, and speaker programs
6. Plans and conducts Career Days, Teen Job Fairs, or College Fairs
7. Provides information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate
8. Schedules visitations by representatives from local colleges.
9. Organizes, coordinates, and publicizes career-related events and opportunities for students to learn about higher education and vocational training and preparation.
10. Maintains data on academic/career readiness for all students.
11. Performs other duties as assigned by the principal or designee.

TERMS OF EMPLOYMENT: Days and salary pursuant to district salary schedules.