

**P3 Career Counselor
Pathways, Proficiency, Promotion**

JOB DESCRIPTION

The position of P3 Career Counselor for Allen County Schools is designed to provide information, support, and assistance to students and their parents for the Perkins Innovation & Modernization (PIM) Grant Project, a five-year project funded by the U.S. Department of Education.

The P3 Career Counselor will be the primary P3 staff person responsible for ensuring students are on-track for success in their chosen college/career pathway, and to ensure each student has the support they need throughout their high school journey toward their desired career. This position will assist with management of resources and data collection, be responsible for scheduling a minimum of four events/opportunities each semester for students and their parents to directly interact with, and receive information from, P3 project staff, ACS staff, and P3 postsecondary partners, and participate in and provide information for the intensive information and marketing campaign regarding college/career opportunities through ACS.

Qualifications:

- Minimum of Master's Degree with major in guidance and counseling
- Certification in guidance and counseling by Kentucky Department of Education required
- Minimum of five years of successful school-based experience preferred
- Experience in program development and facilitation
- Experience with budgets and reporting preferred
- Excellent analytical skills; experience with data collection/analysis
- Skilled in communicating with students, their parents, community members, and business/industry leaders
- Proven strong leadership skills and abilities
- Strong organizational and time management skills
- Strong oral, written, and interpersonal skills
- Ability to work independently with limited direction, and as part of a team; self-motivated
- Proficient technology skills are essential, including functional use of Microsoft Office Suite, Adobe, and utilization of cloud-based communication and collaboration
- Ability to promote positive public relations on behalf of the P3 project and ACS
- Ability to problem solve and to think critically and creatively

Annual Contract: up to 215 Days.

Reports To: P3 Project Director & High School Principal

Salary: Based on rank and experience in accordance with ACS' Salary Schedule and \$2,328 extra duty pay.

Evaluations: Performed annually by the Superintendent or his designee.

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Responsibilities:

1. Collaborate with Project Director, Project Coordinator, ACS staff, P3 partners, business & industry representatives, and community members (including students and parents) to achieve P3 goal and objectives.
2. Attend Advisory Council meetings, as appropriate and requested, to address progress toward Project goal, objectives, timelines, requirements, etc.; and attend P3 Community Council meetings to share opportunities for ACS students and inform stakeholders on opportunities to help further P3 goals and objectives.
3. Assist with the development and successful implementation of full information sessions for students and parents by grade each semester regarding college/career opportunities, and updates of the same.
4. With P3 Project Director and Coordinator ensure all 9th-12th grade students have a personalized postsecondary education and career plan that is updated at least once annually and in-line with their ILPs.
5. With P3 Project Director and Coordinator, fully participate in -and assist with scheduling for the 1:1 meetings with all students and their parent(s) each semester to develop, continually review, and update student personalized postsecondary educational and career plans.
6. With P3 Project Director and Coordinator provide updated college/career information regarding all available opportunities for students; assist student and parent(s) with information/assistance on completing appropriate paperwork as needed (i.e. FAFSA, apprenticeship, or industry recognized credential documents), and ensure student/parent questions are fully answered.
7. Utilize student career planning/tracking software program to track all 9th-12th grade students' personalized college/career plans, their progress and success toward their chosen career, all interactions with students/parents regarding same, and update the information as needed.
8. With P3 staff, assist in coordinating all the work of the P3 project on time and within budget.
9. Collect and analyze project data; assist evaluator as needed.
10. Work with P3 staff, the Evaluator, and regional Workforce Development Board to develop and conduct a Comprehensive Needs Assessment and gather baseline data.
11. Assist Evaluator in the implementation and coordination of the Evaluation Plan, including the organization of surveys, focus groups, data collection, teacher communication, and more.
12. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all ACS 8th-12th grade students during the project period, and for partners in the project.
13. Attend Advisory Council meetings, Community Council meetings, and other project meetings as appropriate or requested.
14. Exhibit positive interpersonal skills with P3 staff, school and district personnel, and grant partners. Promote a positive image on behalf of ACS and all organizations involved in the project.
15. Maintain data entry requirements/protocols established by ACS leadership & project requirements.
16. Effectively communicate with all stakeholders, internally and externally, to fulfill the goals and outcomes of the project, and the mission and vision of ACS.
17. Perform other duties as assigned by the Superintendent, Principal, Project Director or Chief Academic Officer.