

**School Counselor—CTE College and Career Coach***Certified Position - 1050*

<u>Salary</u> Per Certified Salary Schedule + Extended Days (CTE Supplemental Funds)	<u>Days</u> Up to 210 days	<u>Reports to:</u> Director of Secondary/CTE Instruction
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**SCOPE OF RESPONSIBILITIES**

To work with individuals and organizations to promote the academic and career development of students.

**PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

1. Assists teachers at middle and high schools with ILPs.
2. Counsel with students regarding college and career plans to include FAFSA, college applications, resume building, job applications, etc.
3. Tracks students as they progress to ensure student success and develops a plan for intervention for students who are not on track to meet standards/benchmarks.
4. Identifies students who may not meet the ACT college readiness benchmark and assists them in completing alternative assessments plus an Industry Certificate to be Career Ready.
5. Assist students in applying for dual credit courses and dual credit scholarships at the high schools.
6. Assist students with college visits.
7. Tracks dual credit students.
8. Works with dual credit partners to provide opportunities for students.
9. Track students who are applying for college.
10. Conducts site visits for co-op students.
11. Serves as the liaison between business and industry partners for work based learning.
12. Assist students in developing graduation plans for students with a focus on College and Career Readiness.
13. Communicates with middle school and underclassmen to make sure they are making progress in their chosen pathway.
14. Meets with all middle school careers teachers and students to promote CTE pathways and industrial/technical education.
15. Facilitates CTE requirements in the Careers Labs at all middle schools.
16. Schedules student industry trips for middle and high school students.
17. Schedules time for regional industry representatives to meet with high school and middle schools.
18. Works with other school staff to schedule career fairs at all grade levels.
19. Works with other school staff to plan and carry out essential skills requirements at all grade levels.
20. Keeps abreast of changes and developments in the profession by attending professional development meetings
21. Performs other duties as assigned.

**EDUCATION AND EXPERIENCE**

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel