**AREA CAREER CENTER COUNSELOR**

The Area Career Center Counselor provides a critical function in positively affecting student success by building workplace skills, working with students to identify their skills and talents, and addressing any academic, social-emotional issues that might impede a student’s success in their CTE classes. The Area Career Center Counselor collaborates with the area center and local business/industry, postsecondary institutions and all sending schools, and collaboration with families in order to support student goals and improve CTE program completion. The Area Career Center Counselor works collaboratively with area career center instructional staff, administrators, teachers, special education professionals in support of student participation and goals.

This position requires leadership and responsibility for all aspects of Career and Technical Education School Counseling program, including recruitment, orientation and selection; school counseling; instructional support; student placement; and follow up for program improvement.

**ESSENTIAL RESPONSIBILITIES AND DUTIES**

**Area Career Center Counselor will:**

* assist students with awareness of and selection of programs associated with their Individual Career and Academic Plan (ICAP).
* develop and disseminate recruitment and orientation materials to schools to support the development of the students' ICAP.
* develop and implement effective recruitment activities for students with special attention to underrepresented populations.
* review and disseminate admission procedures and policies to Area Career Center stakeholders.
* cooperate with sending schools, utilizing student information in making appropriate Area Career Center program placement decisions.
* provides an orientation to the Area Career Center for sending school personnel.
* assist students in continuing their academic, career, and social-emotional development.
* orient Area Career Center staff and students to the school counseling program.
* maintain appropriate secondary student records.
* assist students in making informed decisions about their academic, career, and social-emotional development.
* use appropriate information to assist students in making career and educational decisions.
* assist in the individual planning process including the development of planning process including ICAP.
* provide sending schools with student provide sending schools with information related to student information related to academic, career and academic, career and social-emotional.
* promote the benefits of the Area Career Center school counseling program to Career Center stakeholders.
* review program materials and policies in accordance with district policy to ensure they are free from bias, stereotyping and discriminatory references.
* provide referral services for students when needs are beyond the training and expertise of school personnel.
* provide instructional support of an appropriate type and level as needed for all students.
* enroll students with disabilities in career and technology education programs based on their documented interest and ability, work history, current IEP/Section 504 accommodation plan provisions and/or their ICAP.
* serve on Individual Educational Plan (IEP) teams for students with disabilities enrolled in a program. IEP goals and methods for monitoring and reporting student progress in CTE are developed cooperatively between the Area Career Center and the sending school. The Area Career Center has the latest copy of the IEP on file.
* provide academic instructional support.
* modify (or seek alternative method) academic instruction as required to accommodate identified needs of students with disabilities.
* ensure facilities, equipment and materials are fully accessible to students with disabilities.
* use cooperative effort with sending school personnel to identify support services based on assessment results and individual student needs. Delivery is documented through a career plan, IEP or accommodation plan.
* identify students who speak English as a second language to receive assistance in developing workplace fluency in English language communication, including speaking, reading, and writing.
* provide Career Center instructors with resources and assistance in meeting accommodations for students with identified plans.
* maintain files and ensure implementation of Individual Educational Plans (IEP's) and Section 504 plans, including accommodations and transition plans at the area center.
* assist students with transitions into postsecondary education, apprenticeships, the workforce, and the military.
* inform students prior to program completion of the availability of placement services.
* utilize an electronic system such as Missouri Connections to provide college and career information.
* assist all students in developing employability skills.
* provide students opportunities for interaction with industry representatives and post-secondary institutions.
* develop and implement curriculum for job seeking and job retention.
* assist students in developing career portfolios.
* assist high school seniors with college admissions, including financial aid, scholarship applications, and college entrance exams.
* provide industry and postsecondary institutions information on the Area Career Center's programs, services, and facilities.
* identify employment needs of potential employers and use in program development.
* regularly contact businesses and industries as well as create and maintain a current list of job openings accessible to all staff and students to facilitate employment of completers.
* inform students prior to program completion of the availability of job placement services.
* give eligible students an equal opportunity to respond to job referrals.
* provide members of special populations opportunities to practice employability skills.
* provide students with disabilities information about requesting accommodations needed for occupational competency and/or licensure*/*certification tests.
* provide job placement assistance to completers of full time programs after program completion.
* collect and use data obtained in an appropriate manner from students and other sources to improve programs and disseminate to all stakeholders.