



VACTE Career Technical Education School Counselor Position Description

Position Title: Central Campus School Counselor

Term of Employment: Part-time, up to 10 hours a week for Maximum of 40 weeks
(M-TH during class times and satellite school hours) Times will vary depending on task throughout the year.

Salary Range: \$30-\$40 per hour - depending on experience and level of education.

Summary:

The Central Campus School Counselor's primary role is working with students. The Counselor serves as a consultant, resource person, guidance specialist, researcher and educator. These roles support the function of counseling of students and allow the Counselor to serve as the students' advocate. Develops and implements curriculum consistent with district educational goals and objectives. Help prepare students for their future career pathway which may include post-secondary education, technical training or straight to the workforce.

Essential Duties and Responsibilities:

The list of essential functions is not exhaustive and may be supplemented.

- Provide academic, career and personal/social counseling services for VACTE central campus students.
- Monitor central campus student progress, and implement retention strategies when necessary and appropriate
- Implement guidance curriculum in VACTE central program classrooms.
- Utilize online My Future AZ System to facilitate student Education and Career Action Plans (ECAPs)
- Assist VACTE instructors in delivery of Employability Skills lessons to meet state CTE standards.
- Participate on program advisory committees
- Collaborate with member districts and school officials regarding students' career guidance and VACTE CTE programs.
- Assist in VACTE outreach activities related to student recruitment.
- Performs other related duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications/Education and/or Experience:

- Master's Degree in School Counseling
- Arizona Pre K-12 Guidance Counselor Certificate, or equivalent licensure/certification
- Knowledge of Arizona Career and Technical Education and Career Technical Education Districts
- Computer skills including word processing, databases, Google Apps, Microsoft Office
- Ability to communicate effectively with parents, students, local school districts, and community
- Ability to work outside normal working hours
- May be required to travel to perform job functions

Additional Requirements:

- Valid IVP fingerprint clearance card
- Valid Arizona driver's license

Application Process:

Submit a signed cover letter, resume, three recent (within five years) signed professional reference letters and a copy of current certificate(s) via mail, email, fax or hand deliver to Shawwna Patton. VACTE District Office. ***Open until filled.***

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