

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: CTE/Career Counselor

Department: Instruction

Job Description

Date Reviewed: June 2009

Reports To: CTE Coordinator

Purpose of Job

To coordinate career development for CMCSS students and to aid in the implementation and completion of goals and requirements of the Carl Perkins Grant.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in planning and implementing a developmental career guidance program, utilizing career clusters from exploratory experiences through tentative career choices.
- Presents CTE information to middle schools and assists with transition to high schools.
- Provides career guidance and counseling to CTE students with emphasis on programs of study, career clusters, and career development.
- Assists CTE students in selection of appropriate post secondary vocational/technical and academic opportunities and requirements.
- Assists students in the development of the attitudes and characteristics and the job-seeking skills necessary to obtain and maintain employment.
- Assists in the selection and administration of appropriate assessment instruments for career interest, aptitude, achievement, and values, especially special populations and concentrators.
- Provides assistance in career/training fairs/special events.
- Monitors progress of CTE concentrators for graduation requirements.
- Coordinates state required follow-up for CTE concentrators.
- Implement process with Special Education staff to better meet the transition needs of Special Education students allowing them to be more successful in CTE classes.
- Aides in monitoring of intervention plans for CTE students not meeting ACT benchmarks.
- Monitors required state reporting.
- Attends Advisory Committee meetings as requested.
- Monitor CTE programs for sufficient size and scope to be effective.
- Assists with Work Based Learning training and supervision.
- Coordinates inventory requirements of all equipment purchased with Perkins funds.

Terms of Employment

Salary and work year to be established by the Board of Education.

Evaluations

Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions

- School counselor endorsement.
- Career Development Facilitator certificate or equivalent

Knowledge of Job

- Considerable knowledge of the policies, procedures, and activities of Career-Technical education in Tennessee.
- Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position.
- Capability to develop and implement long-term goals.
- Able to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to career-technical education, both at the state and national level.
- Is able to effectively communicate and interact with school personnel, supervisors, members of the general public, and other groups involved in the operation of the school system.
- Is able to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Has good organizational, management, interpersonal, and technical skills.
- Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS****PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date