

NEW!! Guidance Counselor/Career Specialist endorsement

South Carolina Guidance Counselor Certification and Master degree preferred.

Duties:

Supervises dual enrollment and course registration

Palmetto Fellows and scholarship

Supervise and coordinate state assessments

Develops and implements a comprehensive guidance and counseling program based on state and District standards; collaborates with counselors, guidance assistants, Principal, faculty, staff and community resources in the planning, coordination and assessment of the guidance program.

Supervises the work of guidance staff; supervisory duties include instructing; assigning, reviewing and planning work of others; selecting new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending employee discipline and discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate staff development and training opportunities.

Counsels individuals and groups of students in setting and developing strategies for the achievement of academic, social / personal development and other identified goals.

Provides referrals to various school, District and community services when appropriate.

Establishes and maintains confidential student case files.

Attends meetings with staff and service providers to discuss individual student education plans and progress.

Conducts conferences with parents to discuss student progress and problems; assists in presenting parent workshops as required.

Plans and supervises school testing programs.

Participates with the Principal the coordination of student registration, course selection and student scheduling.

Coordinate community service days

Coordinates career / college planning; provides related information and assistance to students and parents.

Coordinates homebound instruction.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Selects and procures books, instructional aids and supplies for use in the guidance program.

Prepares and/or processes progress reports, case notes, calendars, monthly reports, registration materials, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the Principal, assistant principals, school faculty and staff, other District administrators and staff, students, parents / guardians, physicians, mental health professionals, nurses, attorneys, community agencies and other resources, and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skill

Coordinate and present professional development workshops in career development and guidance for teachers, school counselors, and work-based constituents.

Assist Career and Technical Education with data collection and PowerSchool data entry for their school's Work-based Learning, CATE Completers, and Completer Certifications.

Assist schools in promoting the goals of quality career development of students in kindergarten through twelfth grade.

Assist school counselors and students in identifying and accessing career information and resource material.

Provide educators, parents, and students with information on career and technology education programs offered in the district.

Support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study.

Learn and become familiar with ways to improve and promote career development opportunities within the district.

Attend continuing education programs on the certified career development facilitator curriculum.

Assist with the selection, administration, and evaluation of career interest inventories.

Assist with the implementation of the district's student career plan or individual graduation plan.

Assist schools in planning and developing parent information on career development.

Coordinate with school counselors and administration career events, career classes, and career programming.

Coordinate community resources and citizens representing diverse occupations in career development activities for parents and students.

Assist with the usage of computer assisted career guidance systems