

TITLE: Vocational Counselor

3.19

QUALIFICATIONS: 1. Oregon Counseling Certification or equivalent preparation.
2. Eligible for vocational endorsement.
3. Have course work and experience related to career and vocational education instruction.

REPORTS TO: Director of Student Services

JOB GOAL: To plan and provide programs and services which help students identify and prepare for post high school careers.

PERFORMANCE RESPONSIBILITIES:

1. Meets regularly with students assigned to provide assistance to meet them in planning their career and educational goals and programs.
2. Recruits, screens and supervises the placement of students on community job sites and assists and evaluates student performances on the job.
3. Generates and supports local job sites for students and completes training agreements and plans with employers.
4. Actively seeks additional vocational education funding, when available, for the improvement of vocational programs.
5. Coordinates District Career Committee, evaluating K-12 Career/Vocational programs, recommending modification of existing policies, procedures and curriculums.
6. Identifies legal and educational requirements pertaining to career and vocational education and assists in the development of program goals.
7. Represents vocational education both within the district and in appropriate county and state organizations.
8. Generates and records State and Federal reports for the district.
9. Maintains records and submits reports when requested on students who are receiving career/vocational instruction and/or support services.
10. Participates in designated staff development activities, meetings and conferences designed to provide educational growth and development.
11. Performs those duties and responsibilities expected of all staff members.

EVALUATION: Performance of this job will be evaluated annually in accordance with Board policy.

6/8/88