



## PAJARO VALLEY UNIFIED SCHOOL DISTRICT

### Career Technical Education (CTE) Counselor

#### Summary

Under the direction of an assigned administrator, the CTE Counselor shall provide direct services to CTE students and support to CTE teachers. CTE Counselor will assist students with the development of their career portfolio and pursuit of college admission. They will focus on the needs of CTE students and help build CTE programs by communicating with site, district, county, and community college entities to assure communication and articulation of CTE course pathways. The counselor is responsible for providing course guidance to CTE students and leadership to CTE teachers on high school sites. The CTE counselor is also responsible to use labor market demand data to reach out to local and broader industry partners to provide work-based learning opportunities for students and industry input to improve CTE programs.

#### Essential Duties and Responsibilities

- Collaboration with the district & site teams at high schools (including: CTE Teachers, Guidance Team, Admin, School Teachers, District CTE Coordinator, & District Lead Counselor)
- Provide class numbers/rosters with CTEP
- Scheduling of students in CTE pathways
  - Marketing CTE programs at high schools and middle schools
  - Encourage students to continue and complete CTE pathways
- Support & communicate Work Based learning (WBL) opportunities
  - Contact and recruit industry for WBL placement and classroom opportunities
  - support teachers in accessing and using online WBL tools (i.e. Nepris, Our Future is our Business)
- Provide College and Career exploration through classroom presentations and one-on-one guidance/counseling
- Conduct one-on-one check in with students failing CTE courses and/or poor attendance
- CTE Classroom presentations (collaborating with school counselors) on College applications, FAFSA, Graduation requirements, A-G requirements, Industry Certifications and Course selection/transcript analysis
- Articulation with Community Colleges - support student registration for dual enrollment courses via the CATEMA system to ensure credit(s) are received
- Collaborate with County CTE teachers in developing/modifying courses to be A-G approved.
- Follow up on student and parent concerns/questions
- Positive intervention/prevention-Provide vocational/apprenticeship education through professional presentations and exposure based on student interests
- Professional presentations throughout the school year in connection with College and Career Centers
- Support students in accessing and using Naviance program for career and college exploration
- Use Naviance Curriculum to support (Career curriculum, portfolio building, interview skills, assessments, college research) career and college preparedness.
- Plan and organize Career Expos or Career Panels for school sites
- Facilitate the development of Career Portfolios in CTE classes and conducting of mock-interviews
- Organize, communicate, and host district-wide Portfolio Showcase
- Collaborate with Community College Instructors to assure alignment with community college courses
- Develop and maintain positive public relations through business and education partnerships
- Other duties as assigned per school site need

## Career Technical Education Counselor

### Qualifications

#### Knowledge and Skills:

- Requires advanced professional knowledge in addressing equity issues related to access and achievement; working with underrepresented population.
- Communicate effectively orally and in written form, manage and organize time and tasks.
- Model behavior that reflect high expectations for colleagues and students.
- Understanding how to use and maintain student data systems
- Ability to communicate with students in a professional yet nurturing manner.
- Research and utilize community resources.

#### Abilities (must be able to perform all of the required duties of the position with minimal supervision):

- Work directly with students, teachers, families, and business industry.
- Assess students career interests and academic concerns and make knowledgeable recommendations and /or design appropriate supports and plans.
- Establish and maintain effective work relationships at site and in the community.
- Prepare necessary administrative and professional reports.

#### Physical Demands:

- Position involves standing, walking, stooping and occasional carrying and lifting of lightweight materials. (Up to 20 pounds)
- Requires visual acuity and depth of perception, recognizing words and numbers
- Hand and finger dexterity and hand/eye coordination to use a computer and common office equipment
- Ability to engage persons during phone conversations and make presentations to individuals or groups

#### Minimum Qualifications:

- California Pupil Personnel Services Credential (PPS) - required
- Master's degree in Educational Psychology, Social Work, School Counseling or Marriage and Family Counseling - preferred