

JOB DESCRIPTION
Keene School District

CAREER COUNSELOR

The position of School to Career Counselor was established to provide career guidance to Cheshire Career Center student. The school to career counselor develops, manages and implements the NH Career Development Curriculum Frameworks which is part of the SAU 29 Comprehensive K-12 School-Counseling Program.

This job reports to the designated Cheshire Career Center Director.

Essential Functions:

- Collaborates with other SAU 29 school counselors for the purpose providing career guidance to Cheshire Career Center students.
- Identifies, develops and provides activities and programs for the purpose of career awareness, exploration and preparation (e.g., classroom presentations, school visits.)
- Provides individual and small group counseling for the purpose of providing career guidance.
- Coordinates and/or delivers a developmental comprehensive guidance curriculum for purpose of supporting career development of Cheshire Career Center students.
- Collects, interprets and analyzes student related data for the purpose of career development.
- Collaborates with educators and parents and K-12 counselors to assist students with educational planning for the purpose of supporting the students' academic success.
- Provides information, feedback and recommendations to staff, parents, and students for the purpose of guiding students with their career paths.
- Participates in advisory committees at the district and/or school level (e.g., program advisory craft committee, regional advisory committee, Cheshire Career Center advisory board, Equity/Non-traditional Enrollment Issues running committee) for the purpose of providing system supports.
- Uses technology to implement curriculum and provide career guidance (e.g. Kuder Career Assessments; Armed Services Vocational Aptitude Battery, etc.).
- Develops, organizes and implements formal co-op and/or internship opportunities, including training agreements, participation and completion requirements, participant/employer matching, for the purpose of having organized processes for students and business partners.
- Participates, as appropriate in the development of the College and Career Readiness curriculum for the purpose of collaborating to develop effective transitional learning programs for Cheshire Career Center students.

- Coordinates and expands career program promotional activities and Cheshire Career Center student recruitment efforts across sending schools, KHS and the community for the purpose of ensuring concerted, consistent public relations efforts. This may include visiting sending schools, providing tours of the Cheshire Career Center, coordinating with KHS guidance staff, securing business support for student awards, working with Cheshire Career Center TV studio program marketing, planning and executing Job Fest, career fairs, etc.
- Oversees the Career Resource Center, including serving as a resource to teachers for the purpose of providing pertinent information and collateral materials to students and educators.
- Oversees military contact/recruitment efforts for the purpose of providing coordination of opportunities and information for both recruiters and students.
- Works with students to develop College and Career Readiness skills (e.g., resume writing, interviewing skills, coaching) for the purpose of preparing students to successfully enter the workforce and/or post-secondary education.

Skill, Knowledge and Abilities

- **SKILLS:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: communicate effectively in written and oral form; collaborate with and make recommendations to students, parents and school personnel; collaborate with, administer and interpret assessment instruments; operate standard office equipment including pertinent computer software and databases; and prepare and maintain accurate records.
- **Knowledge:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include, but are not limited to: understanding the career counseling theories; knowledge and understanding of the NH Career Development Frameworks.
- **Abilities:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to ever-changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: advocacy, counseling/ coordinating, use of data/assessments; working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating with others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking,

and 30% standing. This job is performed in a generally clean and healthy environment.

Minimum Requirements

Experience: Job related experience as a school counselor is preferred. Experience working with the business community is preferred.

Education: Advanced degree as required by certification (NH 0040) with an emphasis on career guidance.

Certificates: Hold or be eligible for certification (NH 0040)

FLSA Status: Exempt

Approval Date: 1/22/13 WW