**Job Description**

**Career Pathway Counselor**

**Porter County Education Services**

**Division of Career and Technical Education**

Qualifications:

1. Be a licensed counselor, CTE instructor, or administrator.
2. Have enthusiasm for career and technical education.
3. Have outstanding communication skills and be able to make dynamic community presentations.
4. Be able to work with school counselors and other school administrators.
5. Have administrative and organizational abilities.
6. Have strong computer skills.

Other Desired Qualifications

1. Have an extensive knowledge of a variety of careers.
2. Have experience in career and technical education or technical training.
3. Have a sincere desire to help students.
4. Be committed to vocational education as a viable career option for students.

Reports to:

Director of Career and Technical Education

Job Goals:

Assist students to be successful in CTE by monitoring their technical, basic skills, and placement records. Coordinate program marketing efforts and program evaluation. Coordinate dual credit agreements and monitor state performance standards. Be a resource to all area counselors in their efforts to provide career counseling to their students. Assist students and teachers in their endeavors to be successful. Assist the Director of CTE in the management of successful programs.

Performance Responsibilities:

Provide student counseling collaboratively with the home school counselor in directing students into viable, realistic career education plans.

Develop and maintain a student data system as required by the IDOE and IDWD.

Coordinate and develop dual credit agreements.

Manage the Technical Honors Diploma data collection and verification process.

Coordinate the information flow to area schools so all students may be aware of CTE program offerings and enrollment procedures.

Assist and provide information for students and teachers on colleges, trade schools, armed services, and other career opportunities.

Coordinate visitations of students from sending schools.

Coordinate other tours of CTE facilities by teachers, counselors, administrators, or community members.

Disseminate information concerning all area CTE choices to all area high school counsel­ors. Be able to schedule presentations explaining the CTE options available to students and to various community groups.

Work with secondary principals in scheduling of CTE offerings.

Develop career planning materials for use by teachers and other counselors. Also maintain and update website as necessary.

Coordinate sending school attendance and maintain communication flow with sending school counselors concerning student successes and problems.

Provide assistance to sending schools, as well as, junior high counselors and teachers in providing career guidance to students.

Supervise and maintain timelines for all Indiana Student Reporting (InTERS) reports.

Supervise data entry as required by InTERS.

Be responsible for all data collection required by state performance standards.

Be responsible for collecting and retaining competency attainment records for all students.

Monitor teacher curricula and administer student competency certificates.

Be responsible for all county CTE programs meeting all state mandated performance standards.

Supervise the program improvement projects and assure continued certification of all CTE programs.

Oversee the file maintenance of all CTE programs.

Maintain the inventory of approved CTE programs for each sending school.

Provide necessary data to the director for 30A reports and for Spring pre-enrollment numbers.

Stay current with CTE legislation and state requirements and mandates.

Oversee the application to the state for any new CTE programs.

Manage student recognition and award activities (to include the Technology Honor Society).

Participate in community activities that promote the activities of the area career and technical education program.

Assist in coordinating all career and technical education activities.

Assist in the preparation and collection of follow-up and quality assurance surveys.

Be responsible for revising/developing handbooks with policies, regulations, stan­dards, and procedures for CTE students.

Manage outlying school calendars and the grade reporting and credit posting for all students.

Coordinate work study programs and monitor training agreements.

Provide other services to students and staff as directed by the Director of Career and Technical Education.

Terms of Employment:

185 days

Evaluation:

Performance on this job shall be evaluated annually by the Director of Career and Technical Education, per procedure established by the Board of the Porter County Education Services.

**Career and Technical Education**

...providing the opportunity for everyone to be successful at work!