

JOB TITLE: CAREER TECHNICAL EDUCATION COUNSELOR/504
COORDINATOR

QUALIFICATIONS:

1. Masters Degree in Guidance and Counseling
2. Three or more years classroom experience
3. Three or more years Counseling in school setting
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Career Technical Director and the Superintendent

1. Provide Homebound services for regular education students.
2. Coordinate a Career Technical Assessment Program for all 8th grade students in the school district. This includes administering the assessment and providing an interpretation of assessment program results to students.
3. Present information about nontraditional careers and occupational programs to all counselors and civic/service organizations.
4. Conduct student orientation on all career/tech programs.
5. Provide career counseling/information for program participants.
6. Organize and conduct a Job Fair on the Career Technical Center Campus.
7. Organize and conduct a College/Career Fair for all Chilton County Seniors.
8. Organize and conduct Agricultural Career Day at the Horticulture Substation.
9. Provide counseling services for the Chilton County Alternative School on a weekly basis. An accurate log of services provided must be maintained.
10. Serve as Chilton County 504 Coordinator.
11. Perform duties in a manner that promotes good public relations.
12. Be familiar with and follow Board of Education policies.
13. Perform other reasonable related duties as needed.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.