



**Career and Technical Education Counselor Job Description** APR 07 2023

**Job Purpose**

- Provide comprehensive guidance and counseling services to students enrolled in Career and Technical Education (CTE) programs.
- Assist students in identifying skills, interests, and career goals while ensuring alignment with graduation requirements and industry-recognized credentials established by the Mississippi Department of Education.
- Support student success by addressing academic, career, personal, and social factors that may impact performance in CTE programs.
- Facilitate work-based learning opportunities and strengthen connections among students, educators, families, and business/industry partners.

**Knowledge, Skills, and Abilities**

- Knowledge of career development theory, career clusters, and Mississippi labor market trends.
- Knowledge of Mississippi graduation pathways, CTE endorsements, and state accountability requirements, including WorkKeys credential levels.
- Knowledge of the Mississippi Comprehensive School Counseling Model and federal Perkins V requirements, including nontraditional participation guidelines.
- Ability to administer and interpret vocational and career assessments (e.g., ASVAB, WorkKeys, YouScience, and other interest inventories).
- Ability to coordinate and manage state-mandated CTE assessments.
- Proficiency in data management systems, including the Mississippi Student Information System (MSIS), and Microsoft Office applications.
- Ability to collaborate effectively with CTE teachers, administrators, community colleges, business/industry leaders, and community agencies.
- Ability to engage and motivate students from diverse cultural, socioeconomic, and educational backgrounds.
- Strong leadership, organizational, public speaking, and communication skills.
- Ability to maintain accurate records, analyze data, identify at-risk students, and develop intervention strategies.
- Ability to maintain confidentiality and demonstrate professionalism at all times.

**Minimum Qualifications**

- Master's Degree in School Counseling from an accredited institution.
- Must hold a valid Mississippi Educator License with Endorsement #436 (Guidance Counselor) and be eligible for or hold the appropriate Career and Technical Counselor endorsement (add-on endorsement as required by the state).
- Previous experience in school counseling, career counseling, or vocational rehabilitation preferred.
- Familiarity with Mississippi's CTE delivery system and state reporting requirements preferred.
- Must pass required criminal background and child abuse registry checks in accordance with Mississippi law.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Provide group and individual counseling services to support students' academic, career, personal, and social development.
- Assist students in developing and updating Individual Success Plans (ISPs) to ensure proper enrollment in CTE course sequences aligned to career goals.

- Guide students in course selection and graduation pathway decisions consistent with career pathways redesign requirements.
- Administer and interpret career interest inventories, aptitude assessments, and other evaluation tools to support career planning.
- Monitor student academic and technical progress each grading period; develop grade improvement and intervention plans as needed.
- Coordinate and support state-mandated CTE assessments and industry certification testing, including embedded work based learning.
- Promote recruitment and retention strategies for CTE programs, including outreach to feeder schools and informational sessions for students and parents.
- Actively promote equitable access and support enrollment of special populations and nontraditional students in CTE programs.
- Collaborate with instructors and the CTE Director to facilitate work-based learning, internships, apprenticeships, dual enrollment, and job placement opportunities.
- Provide students with information and guidance related to college admissions, technical programs, scholarships, financial aid (including FAFSA), employment, and military opportunities.
- Maintain documentation of student completers' postsecondary plans, employment outcomes, and follow-up data.
- Coordinate retention strategies with technical faculty and administration to improve student success and program completion rates.
- Provide resources and support to staff regarding student career, academic, and personal development needs.
- Assist instructors in planning community service projects that reinforce technical skill development.
- Publicize CTE events and activities to increase community awareness and engagement.
- Participate in professional development activities and technical training related to new programs, software, and equipment.
- Conduct annual evaluations of counseling services and use survey data to improve program effectiveness.
- Maintain electronic and/or hard-copy student records reflecting academic and technical progress.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent; limited travel to meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** CTE Director

**Supervises:** N/A

**Terms of Employment:** 220 Days

**FLSA Status:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date