

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Guidance Services Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 3/21/2005
REQUIREMENTS: Secondary Guidance Certificate, Act 34/151 Clearances

TALENTS: This position requires the employee to possess a self-imposed drive that is internal, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties as needed, be successful at building teams and capitalize on relationships with others.

Job Statement: The Coordinator will encourage student participation in ECTS Programs and to provide support services to assure success in their chosen vocation. The Coordinator will also maintain the role and responsibility for activities normally associated with the position of Guidance Counselor.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the maintenance and dissemination of secondary student records in accordance with existence record policies.
2. Develop and monitor procedures for counseling and testing students.
3. Assist administration in the completion of student surveys.
4. Assist parents and sending school personnel with counseling and advising students regarding personal, social and school related problems.
5. Monitor student progress and maintain a system of communicating concerns to students, parents, and home school counselors.
6. Responsible for scheduling students in proper labs and groups, maintain rosters and process changes.
7. Provide guidance services to special needs students, nontraditional students, and adults into all instructional areas.
8. Maintain current statistical data regarding student enrollment by lab and by sending school districts.
9. Assist Supervisor of Instructional Support Services with standardized testing.
10. Supervise and/or complete all CATS reports for the State Department of Education.
11. Assist the Principal in monitoring attendance procedures and record keeping.
12. Present in-service programs to staff and faculty.
13. Participate in campus advisory committees.
14. Contribute to writing grants/proposals.
15. Coordinate a student recognition program.
16. The functions of the Guidance Services Coordinator shall include but are not limited to, the functions enumerated.

Bargaining Unit Classification: Professional Employee-Teacher Contract

Terms of Employment: 200 days (15 of which will be used before, after or during the school year, as determined by the Principal)

I have reviewed the above job description and analysis and understand the requirements of the position _____ (Initials)

Employee

Date

Created: 3/98
Revised: 3/05