

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: Career Planning Coordinator
DEPARTMENT: High School
REPORTS TO: Principal
REVISION DATE: 4/2013
REQUIREMENTS: Secondary Guidance Certificate, Act 34/15/114 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 career. The Coordinator will also maintain the role and responsibility for activities normally associated with the position of Guidance Counselor.

PERFORMANCE RESPONSIBILITIES:

1. Develop and present programs exploring work, military and post secondary options.
2. Arrange opportunities for groups of student to meet with representatives from post secondary education, the military, and business and industry.
3. Provide support for nontraditional students with assistance from the Admissions Coordinator and Business Partnerships Coordinator.
4. Distribute and track scholarship opportunities for students.
5. Supervise secondary student records.
6. Develop and monitor procedures for counseling and testing students.
7. Oversee administration of the completion of student surveys.
8. Assist parents and sending school personnel with counseling and advising students regarding personal, social, and school related problems.
9. Monitor student progress and maintain a system of communicating concerns to students, parents, and home school counselors.
10. Coordinate standardized testing and assist Supervisor of Instructional Support Services with collection and analysis of data.
11. Provide information for reports for the State Department of Education.
12. Assist the Principal in monitoring attendance procedures and record keeping.
13. Present in-service programs to staff and faculty.
14. Participate in campus advisory committees including but not limited to Graduation, NTHS, ISO Auditing.
15. Coordinate a student recognition program.
16. Assist instructors with development of individual student career objectives and career pathways.
17. The functions of the Career Planning Coordinator shall include but are not limited to, the functions enumerated.

BARGAINING UNIT CLASSIFICATION: Professional Employee-Teacher Contract

Terms of Employment: 185 days

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

Employee

Date