

**JEFFERSON COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

**Vocational / Career Counselor, 9-12**

**Qualifications**

1. Possess a Tennessee Teacher's License with proper endorsements
2. Masters Degree
3. Demonstrate strong written, verbal, public presentation, and interpersonal skills
4. Possess a knowledge of basic psychology and an understanding of human dynamics

**Essential Duties and Responsibilities**

1. Organize and implement Career Day event(s)
2. Make presentations in classrooms on self awareness, career exploration, communication skills, study skills, and decision-making skills
3. Coordinate the administration of the ASVAB testing and follow-up interpretation
4. Assist with high school registration and scheduling
5. Distribute to teachers of all subjects information about careers for which their particular subject area will prepare their students for the world of work
6. Counsel with students on a one-to-one basis in the areas of career decision making, career exploration, and personal concerns
7. Counsel with teacher referred students in danger of an administrative referral about conflict management and anger management
8. Provide sessions on resume writing and interview skills
9. Serve as Advanced Placement Coordinator; responsible for disseminating AP information to AP teachers, students and parents; order and administer exams
10. Serve as site mentor and coordinator for the online AP courses
11. Conduct annual follow-up survey and statistical data of Vocational Completers and submit this mandatory report to the state
12. Coordinate Job Shadowing for the entire student body
13. Administer the Kuder Interest/Skills Assessment to all juniors
14. Assist all juniors in developing an electronic portfolio
15. Individually conference with eight graders and their parents at each of the middle schools in the spring concerning the transition to the high school, course selection, and Six Year Plan
16. Assist academic and vocational teachers with curriculum integration activities
17. Actively participate in vocational student organizations and assist the sponsor of those groups such as VICA, FCCLA, FFA, BPA, and HOSA
18. Serve as LINK mentor
19. Assist with the MIS reports as needed
20. Assist with the preparation of the annual Concentrator Report
21. Counsel with Vocational Completers about the articulation opportunities at WSCC and the Tennessee Technology Centers; validate and submit the necessary paperwork for the students; articulation allows vocational completers to receive college credit for vocational classes they took in high school
22. Serve as advisor of the National Technical Honor Society
23. Help maintain the College and Career Resource Center with current career and post secondary books, videotapes, brochures, etc.
24. Assist vocational students with the FAFSA and post secondary planning
25. Perform any and all duties as assigned by the administration