Job Title: College and Career Center Counselor

Wage/Hour Status: Exempt

Direct Report: Campus Principal & District Coordinator College, Career and Military Readiness

Pay Grade: As set by LISD Board Trustees

Dept. /School: Lancaster High School - College, Career and Military Readiness (CCMR)

Primary Purpose:

Under the direction of the District Coordinator College, Career and Military Readiness and the Accountability College, Career and Military Readiness criteria prescribed by the Texas Education Agency, the College and Career Center Counselor will organize, maintain and operate a high school College and Career Center and provide a variety of career information and materials; communicate with students, faculty, parents, and community representatives concerning career planning, college admission, and financial aid and scholarships. The College and Career Center Counselor will also teach up to four sections of either a college preparatory or college transition course.

Education/Certification:

- Master’s Degree
- Certification in Counseling (preferred).
- Experience in Career Counseling (preferred)

Major Responsibilities and Duties:

1. Coordinate day-to-day operations of the College and Career Center; Provide career and college entrance information and assistance to students, teachers, parents and counselors; and schedule activities, programs, and speakers that exposes and enhances college and career readiness throughout the district.

2. Assimilate career education and instructional materials for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post high school planning.

3. Secure training on Naviance and Career Cruising Software to support the implementation and usage of these career planning tools throughout the District.

4. Create and maintain a College and Career Center Website to include links and information on colleges and universities, financial aid and scholarships, career choices, ACT and SAT (including testing dates and other relevant information concerning scholastic aptitude and achievement tests), college planning resources, Dallas County Promise, College and Career Readiness Resources, FAFSA (Free Application for Federal Student Aid) and TASFA (Texas Application for State Aid).

5. Work with graduating students and their parents to qualify at least 90% of graduating student for Dallas County Promise.
6. Plan and conduct College Fairs, Career Days, and Job Fairs.
7. Work with appropriate high school administrators to schedule same day trips to Texas colleges and universities.
8. Teach college transition and college preparatory courses as assigned by the high school administrator.
9. Work with the CTE (Career Technical Education) Coordinator and the Texas Workforce Commission to enhance student participation in CTE courses and to acquire certifications and work experience.
10. Educate and assist graduating seniors with the college application process through Apply Texas.
11. Track graduating student’s college applications and follow their pathway through college graduation and/or full-time job acceptance.
12. Provide transitional counseling to all graduating students for two years after graduation.
13. Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize college and career center services, resources and speaker programs.
14. Contact, schedule and arrange guest speakers from the business community, colleges and universities, and military services to present information regarding specific occupations.
15. Schedule visitations by representatives from local colleges and universities; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and vocational training and preparation.
16. Plan, develop, and coordinate enrichment, intervention, and remediation efforts to prepare students for successful completion of college entrance exams such as TSI, ACT, SAT, and ASVAB (Armed Services Vocational Aptitude Battery).
17. Advocate for a school environment that acknowledges and respects diversity.
18. Compile, maintain, and file all reports, records, and other documents.
19. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations
20. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
21. Perform other related duties as assigned.
Supervisory Responsibilities:

College and Career Center Advisors.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

Physical Demands: Use hands to finger, handle, or feel objects, tools, or controls; and talk or hear; specific vision abilities required by this job include close vision, distance vision, and color vision.

Environmental Factors:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job: The noise level in the work environment is usually moderate. Travel is integral to this position to school, department locations and throughout the community.
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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