



Position Description

Title: Career Guidance Counselor

Reports To: KACC Principal

Functional Relationship To: KARVES Executive Director, Dean of Students, Career Coach

Job summary:

Offer professional development guidance to students attending KACC. Assist students to identify and realize career goals and help students become more aware of the post-secondary educational pathway to attain those goals. This person will assist students to identify personal goals, strengths, weaknesses, and interests and grow to become a well-adjusted and productive adult. The Career Guidance Counselor will actively pursue new opportunities as well as solidify current relationships in both the internship/job shadow program and dual college credit.

Duties/Responsibilities:

- Collaborate with students to identify career aspirations and academic goals; provide information and answers to questions related to college applications and career choices.
- Assists students with academic planning, accountability, and/or organization.
- Teaches a variety of skills including Workplace Excellence© skills.
- Assists students in developing a meaningful e-Portfolio to include resume and portfolio-related correspondence.
- Collaborates with KACC attending schools to ensure full compliance with IEP and 504 accommodations, assisting KACC with designing those accommodations if needed.
- Counsels students with personal, social, disciplinary, and behavioral issues.
- Collaborates with teachers to identify ways to improve the achievement and social development of students.
- Promptly notifies appropriate authorities of any reports or suspicions of crimes, abuse, or neglect.
- Collaborates with other educators, parents, and students to develop, review, renew, and/or modify Individualized Education Plans or 504 plans for students who qualify.
- Collaborate with area businesses and trade organizations to develop and maintain internship and job shadowing workplace experience opportunities.

Career Coach Counselor Job Description

- Collaborate with regional community colleges to obtain and maintain dual college credit.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Thorough understanding of developmental expectations for students of different ages.
- Thorough understanding of assessments and aptitude tests and ability to properly interpret the results.
- Superior interpersonal skills with persons of all ages and across diverse backgrounds.
- Thorough understanding of warning signs of abuse, neglect, or other crimes.
- Ability to work well with a variety of other personalities.
- Proficient in Google Suite or related software.

Education and Experience:

- Bachelor's degree in an applicable field required; Master's degree preferred.
- Related experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.