

Career Guidance Counselor

Job Description- Reference code 060002

Category: Career Guidance Counselor

Department: Teaching & Learning Department

General Qualifications:

- Master's degree in Counseling, School Counseling, or a related field.
- Office certification as a School Counselor (if required).
- 3 years and above experience in career counseling, college admissions, or related field preferred.
- Knowledge of career assessment tools, college admissions processes, and educational resources.
- Excellent communication, interpersonal, and counseling skills.
- Ability to work collaboratively with students, parents, teachers, and community stakeholders.
- Strong organizational skills and attention to detail.
- Commitment to maintaining confidentiality and ethical standards in counseling practice.

Reporting: Student Affairs Director / Teaching & Learning Director

Job Goal: The Career Guidance Counselor plays a crucial role in assisting students with academic and career planning, providing guidance and support to help them make informed decisions about their future pathways. This position involves conducting assessments, offering career-related resources, and facilitating workshops to help students explore career options and develop necessary skills for their chosen paths.

Essential Functions and Responsibilities

- Career Counseling:
 - Provide individual and group counseling sessions to students regarding career exploration, academic planning, and goal setting.
 - Assist students in identifying their interests, strengths, and values to explore suitable career options.
- Career Assessments:
 - Administer and interpret career assessments, aptitude tests, and interest inventories to help students identify potential career paths.
 - Analyze assessment results and provide personalized recommendations based on students' strengths and interests.
- Academic Planning:
 - Collaborate with students to develop academic plans that align with their career goals, including course selection, extracurricular activities, and academic enrichment opportunities.

- Monitor students' academic progress and provide support to address any challenges or obstacles.
- College and Career Readiness Workshops:
 - Organize and facilitate workshops on college and career readiness topics, such as resume writing, interview skills, college applications, and financial aid.
 - Provide resources and information about post-secondary education options, vocational training programs, and apprenticeships.
- Career Exploration Resources:
 - Maintain a comprehensive library of career exploration resources, including information on different career fields, industries, and job outlooks.
 - Assist students in researching colleges, universities, vocational schools, and other educational institutions.
- Job Shadowing and Internship Opportunities:
 - Coordinate job shadowing and internship opportunities for students to gain hands-on experience in their areas of interest.
 - Establish partnerships with local businesses, organizations, and industry professionals to create internship opportunities.
- Parental Engagement:
 - Communicate regularly with parents to provide updates on students' career exploration activities, academic progress, and future plans.
 - Organize parent workshops and informational sessions on college and career planning topics.
- College Application Support:
 - Guide students through the college application process, including researching colleges, preparing application materials, and meeting deadlines.
 - Assist students in identifying and applying for scholarships, grants, and financial aid opportunities.
- Professional Development:
 - Stay informed about current trends and developments in the fields of career counseling, college admissions, and workforce readiness.
 - Attend professional development workshops, conferences, and seminars to enhance counseling skills and knowledge.
- Data Collection and Analysis:
 - Collect and analyze data related to students' career interests, post-secondary plans, and outcomes.
 - Use data to evaluate the effectiveness of career guidance programs and identify areas for improvement.
- Community Outreach:
 - Collaborate with community organizations, businesses, and industry partners to expand career exploration opportunities for students.

- Participate in career fairs, job expos, and community events to promote career awareness and workforce readiness.

Evaluation Method

The Student Affairs Director/ Teaching & Learning Director shall evaluate the Career Guidance Counselor once a year. The Student Affairs Director/ Teaching & Learning Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Career Guidance Counselor contribution to the overall academic function of the school include: Student Engagement (Number of Counseling Sessions: Measure the frequency of individual and group counseling sessions conducted by the counselor. Attendance at Workshops/Events: Track student participation in career exploration workshops, college fairs, and other related events organized by the counselor). Career Assessments and Planning (Completion of Career Assessments: Monitor the percentage of students who complete career assessments and aptitude tests administered by the counselor. Development of Academic Plans: Assess the number of students who develop personalized academic plans aligned with their career goals). College and Career Readiness (College Acceptance Rates: Track the percentage of graduating students who are accepted into post-secondary education institutions. Job Placement Rates: Measure the percentage of graduates who secure employment or enter vocational training programs within a specified timeframe). Parental Engagement (Attendance at Parent Workshops: Monitor parent participation in workshops and informational sessions organized by the counselor. Feedback from Parents: Solicit feedback from parents regarding the counselor's effectiveness in assisting their child with career planning). Student Satisfaction (Surveys/Feedback: Conduct surveys or collect feedback from students to assess their satisfaction with the counseling services provided. Retention Rates: Measure the percentage of students who continue to seek guidance from the counselor over time). College Application Support (Application Submission Rates: Track the percentage of graduating students who submit college applications with assistance from the counselor. Scholarship/Aid Applications: Monitor the number of students who apply for scholarships, grants, and financial aid with support from the counselor). Professional Development (Attendance at Professional Development Opportunities: Assess the counselor's participation in workshops, conferences, and training sessions related to career counseling and college admissions. Implementation of Learning: Evaluate the counselor's application of new strategies or methodologies learned through professional development activities). Community Outreach and Partnerships (Number of Collaborations: Measure the counselor's engagement in partnerships with community organizations, businesses, and industry professionals to expand career exploration opportunities for students. Feedback from Partners: Solicit feedback from community partners regarding the effectiveness of the counselor's collaboration efforts). Data Collection and Analysis (Completion of Data Reports: Ensure timely completion of reports analyzing student career interests, post-secondary plans, and outcomes. Use of Data: Assess the counselor's use of data to evaluate the effectiveness of career guidance programs and inform decision-making). Career Development Initiatives (Internship/Job Placement Rates: Track the percentage of students who secure

internships or employment opportunities facilitated by the counselor. Success Stories: Highlight success stories of students who have benefitted from the counselor's guidance in achieving their career goals).

Selection and Appointment Process

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a Career Guidance Counselor at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.