

**TITLE:** Secondary Career Technical Education Counselor

**QUALIFICATIONS:** 1. Minimum of Master's Degree in Education from and accredited university  
2. Valid Alabama Educators Certificate with appropriate subject area endorsement(s) and grade level.

**REPORTS TO:** Director of Career Technical Education and Student Services

**JOB GOAL:** To provide guidance and instruction to students within the Albertville City School System through teaching subject matter and skills that will contribute to their development as mature, able, responsible, and productive citizens.

**Job Duties:**

1. Guides students in the learning process toward the achievement of Career and Technical Education program success and attainment of College and Ready Indicators.
2. Collaborates with CTE teachers as appropriate to evaluate and discuss students' needs and progress, develop lessons and activities in accordance with the adopted curriculum, coordinate instructional efforts, identify academic and behavioral issues, and make referrals to ACS personnel or other professionals as needed.
3. Works with a variety of staff as needed to make necessary accommodations for students as required by Individual Education Programs (IEPs) and 504 plans and to integrate appropriate teaching plans and strategies into the district's curriculum to effectively meet students' needs.
4. Provide academic, vocational, career and personal guidance and counseling for prospective, new, and continuing students.
5. Support all CTE student populations enrolled in courses and programs by clarifying or advising academic goals and maintaining enrollment priority.
6. Establish an equitable process for participation in CTE programs for all students.
7. Assist with career and educational planning, strengthen partnerships with schools and CTE programs, intervene as directed to increase completion, conduct classroom presentations, and close collaboration with all faculty, administration, and other staff/departments to ensure CTE program success.
8. Participate in program planning, regular meetings with instructional faculty and staff, and program evaluation of activities.
9. Monitor, track, and record students' CCRI status to ensure attainment of district educational goals. Updates student records regarding CCRI obtainment in the student management database.
10. Facilitate small and large-group workshops and general information sessions to explain CTE programs.
11. Conduct orientations and workshops related to student success via in-class visitations and career fairs.
12. Review and develop CTE curriculum pathways to ensure completion, industry credential attainment, and alignment with ALSDE CTE course standards.
13. Assist in developing partnerships with higher education for approved dual enrollment programs and ensure successful administration. Provide guidance to CTE program students about available Dual Enrollment programs.
14. Provide orientations and workshops at schools to promote CTE programs as part of outreach efforts.
15. Use technology tools as it relates to counselor functions.
16. Assignments may include counseling duties scheduled during some evenings, weekends and at off-site campuses.
17. Assist in developing methodologies for students with special needs and different learning styles.
18. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.

