

CAREER PATHWAY SPECIALIST – COUNSELING

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To assess student educational progress and needs in order to develop individual student plans for educational service in the Area 31 Career Center program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes, keeps records, and monitors the progress of assigned vocational program students.
2. Provides job opportunities information and vocational education information to students.
3. Conducts an annual and five-year follow-up of students to be utilized for evaluative feedback and revisions of programs.
4. Counsels and recruits students for the vocational programs.
5. Organizes and works with the local advisory committee for each program area.
6. Reviews, organizes, and updates curricula for vocational education programs.
7. Disseminates information on employment trends and developments to students and staff.
8. Periodically facilitates use of business resources such as speakers, field trips, work programs, etc.
9. Develops visual aids and materials to be used by the school in promoting the vocational programs to the public, businesses, and industry.
10. Collects data and prepares written reports as required by the Indiana Department of Workforce Development.
11. Attends and participates in local, state, and national professional meetings that will enhance the job placement program.
12. Purchases vocational program equipment and maintains the equipment inventory.
13. Serves as the liaison and coordinator of vocational student organizations.

14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016