Technology Center Counselor Functions and Qualifications

This is an example of the foundational services that are expected from a counselor at the technology center. It was provided to give structure to what a counselor does as well as provide enough flexibility for individual campuses.

The Counselor mission (overall goal) is to serve as an advocate and liaison for students while following ethical standards.

CAREER GUIDANCE AND COUNSELING PROGRAM MANAGEMENT

* Manage the career guidance and counseling program
  + provide all students with information and advisement about career and educational options.
  + develop strategies to support program enrollment of diverse populations and to overcome racial, disability, and gender bias and stereotyping. provide support for student success in their career programs.
* Address the individual personal/social, career, and academic needs of students through appropriate guidance, counseling, assessment interpretation, and referral.
* Continually monitor effectiveness of guidance and counseling program.

CAREER PLANNING, ACADEMIC AND CAREER ADVISEMENT COORDINATION

* Assist students in reaching their career and educational goals through the development of career plans and/or plans of study
  + Career plan or plans of study need to include:
    - (basic level) courses, both academic and career, the student needs to complete to be successful in career path
    - (basic level) documentation of the supportive services the technology center has provided the student
    - (more advanced level) career cluster, pathway, possible industry certifications and courses available for college credit and a clear option to continue in postsecondary education
* Recruitment, Orientation, Program Placement Coordination
  + Coordinate (or assist in the coordination) of the recruitment and orientation process through collaboration with communication and marketing divisions, as well as other divisions within the technology center
  + Coordinate the program placement process
    - assessment interpretation
    - advisement on programs
    - pre-enrollment

PARTNER COLLABORATIONS COORDINATION

* Develop and maintain relationships/collaborations with entities such as tech center staff, partner schools, higher education, business, community agencies, parents, etc.

TRANSITIONS PLANNING

* Provide students with training, resources and credentialing opportunities necessary to make successful transitions to employment, postsecondary education, and/or the military.
  + Provide information regarding current high school graduation requirements and college credit while attending the tech center.
  + Provide information of licenses and credentials that can be earned by students in each career pathway.
* Consult with faculty, staff, parents, and other appropriate partners in meeting the career development needs of the students.
* Promote self – advocacy for all students.

SPECIAL NEEDS SUPPORT

* Coordinate and/or assist with activities specific to special needs students.

PROFESSIONAL DEVELOPMENT

* Pursue professional growth to remain current in career guidance practices, ethics, and laws.

COUNSELOR QUALIFICATIONS

* Masters in Guidance/Counseling or related area
* Secondary certification in school counseling or appropriate credentials for assigned duties
* Teaching and/or counseling experience, preferred 3 years

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