

Union Public Schools Job Description

Position: Career Advisor
Department: Teaching and Learning
Reports to: Site Principal and Sr. Executive Director of Instructional Services
FLSA Designation: Exempt

SUMMARY: To provide a comprehensive career guidance program for students in grades 6-12. Provide activities to meet the needs of their assigned case-load, consult with teachers, staff and parents to enhance their effectiveness in helping students and provide support to other high school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Counsels groups or individual students through the development of educational and career plans.
- Facilitates College and Career Crew – a high school student organization that assists with the development and implementation of career exploration programs.
- Consults with teachers, staff and parents regarding the developmental needs of students.
- Facilitates student use of Naviance - a web-based program connecting students' interests to their potential career paths, ensuring active participation in their own academic success and opening their eyes to the wide world of career opportunities. The career planning tools in Naviance allow students to understand how their strengths, goals, skills, and interests can lead to exciting careers.
- Evaluates and revises the Career advisement program – Service Learning and Job Shadowing.
- Monitors students' attendance and student achievement through the Union Career Connect program.
- Communicates effectively with industries housing students in job shadowing or service learning roles.
- Facilitates small workshops for students enrolled in Union Career Connect in order for students to learn professional skills required for career exploration or internship placement.
- Facilitates and nurtures partnerships with industry partners who can place and mentor high school students in service learning or job shadowing opportunities.
- Consults with Career Tech Teachers to ensure job shadowing, service learning or internships are being pursued in each pathway.
- Consults with teachers and appropriate stakeholders to facilitate the infusion of career awareness in to the regular classroom curricula.
- Proctors any exam needed by school administration.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Facilitates college and career night for students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and EXPERIENCE: Certified teacher or bachelor's degree in professional field.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Counseling endorsement or teaching.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.