

PLYMOUTH COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

JOB TITLE: Workplace Readiness Counselor

EXEMPT: Yes
LOCATION: School Service Center
REPORTS TO: Program Coordinator

PREPARED BY: _____ **DATE:** _____
APPROVED BY: _____ **DATE:** _____

JOB GOALS: Provides program services to students enrolled in Plymouth School Corporation's Alternative High School, including vocational/occupational assessment, career counseling and planning, employability skills development, exposure to and participation in work-based learning opportunities, job placement (as may be individually appropriate) and placement follow-up and mentoring.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Provides career counseling by assisting students in understanding their skills and aptitudes in relation to various occupations and career options; administering a variety of assessment instruments.
2. Provides educational/occupational guidance by informing students of resources available to assist students in better understanding skills requirements of various industries and occupations, allowing them to better plan their educational future.
3. Contributes to each participating student's individual educational plans by incorporating information derived from the administration of a variety of assessment instruments.
4. Develops and/or assists in the development of life skills, career awareness/job readiness curriculum, WDS approved competencies, career exploration, employability skills, and participant portfolios by researching topics and collaborating with other staff.
5. Provides classroom and individual instruction in WDS approved work readiness competency system.
6. Contributes to marketing effectiveness working with Plymouth officials by providing program information throughout the community to persons by mail and in local news media.
7. Develops a variety of work-based learning opportunities for students by establishing business and industry tours, job shadowing, and internships, service learning, and job placement.
8. Provides follow-up by monitoring students that enter work-based activities, assuring close integration of these "on-the-job" activities to classroom-based academic instruction.
9. Completes and monitors student records by completing records in a timely manner, insuring that records are accurate and following MIS record keeping procedures.
10. Contributes to team effort by accomplishing related results as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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/or EXPERIENCE:

1. Bachelor's degree in education or other relevant subject area. Experience may substitute for education on a year for year basis to a maximum of two years.
2. Two years experience working with/instructing high school students, particularly those who have experienced academic difficulties and/or high school dropouts.

JOB REQUIREMENTS:

1. Experience using personal computers, preferably in a Windows environment. Ability to effectively use various software such as, but not limited to: Lotus 1-2-3, Quattro Pro for Windows, WordPerfect for Windows, and E-mail.
2. Knowledge of community resources for vocational and technical education and training, as well as other social services.
3. Knowledge of assessment systems and ability to administer same and interpret/report findings.
4. Knowledge of the local business community and ability to market the program to employers
5. Ability to develop a wide range of work-based learning opportunities for students in the local business community.
6. Ability to communicate effectively both verbally and in written form with people from a variety of socioeconomic backgrounds.
7. Knowledge of curriculum development.
8. Valid drivers license; use of personal vehicle necessary.

PERSONAL WORK RELATIONS:

1. The Counselor will report to the Program Coordinator of the Plymouth Alternative High School. Various WDS staff will be available to offer technical assistance, but will not have direct supervisory responsibilities.
2. The Counselor will work very closely with the Coordinator and Teacher in the Plymouth Alternative High School, coordinating assessment, career awareness and job readiness instruction and student participation in work-based learning activities with academic instruction.
3. The Counselor will have extensive classroom contact with students. The Counselor will also have extensive contact with members of the local business community, in person, by mail, telephone and public meetings.

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 talk or hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; projector; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

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 the work environment is usually moderate.

Classroom instruction, and assessment and counseling activities will be performed in a standard school/classroom facility. Significant amounts of work time is away from the school, meeting with businesspersons.

TERMS OF EMPLOYMENT:

As per Classified Policy

This job description is intended to be a general summary of job content. It should not be construed to be an exhaustive listing of job duties or requirements.

Revised 2/7/01