POSIGN TITLE: TOA, Counselor Facilitator for Career and Technical Education
DIVISION: Curriculum Division

WORK YEAR: 9 months
DEPARTMENT: Career and Technical Education

LOCATION: CES
SALARY SCHEDULE: Teacher

GENERAL STATEMENT OF RESPONSIBILITIES:

The Counselor Facilitator for Career and Technical Education (CTE) will coordinate career development activities for CTE students and work with district wide counselors to coordinate the district’s ECAP, ICTEP, and guide the district wide career prep initiatives.

MAJOR DUTIES:

1. Coordinate career activities and assessment information between counselor and CTE students/teachers.

2. Assume a leadership role in guiding district wide counselor ECAP process.

3. Conduct in-services and provide support for CTE teachers, counselors, and students who are using non-line and other career assessments and career exploration activities.

4. Work with Supervisor for Career and Technical Education to organize and conduct in-services for counselors and teachers on career development and district CTE programs and district wide academic studies integration.

5. Coordinate with CTE teachers and counselors in the development of ECAP lesson plans to use with career assessment information and career activities.

6. Research, develop, compile and maintain resource materials to support career exploration activities in the classroom.

7. Coordinate a process to gather and maintain data on services delivered by CTE teachers and ensure complete and accurate Perkins grant reporting of special populations students.

8. Participate in Western Maricopa Tech Prep Consortium.

9. Promote CTE to all stakeholders
POSITION TITLE: Counselor Facilitator for Career and Technical Education (CTE) TOA

Qualifications:

1. Possess a current Guidance Counselor Certificate.
2. Secondary school counseling experience.
3. High School teaching experience preferred.
5. Use leadership and human relations skills effectively with adults.
6. Experience in presenting staff in-service activities.
7. Experience in working with special population students, including those of limited English and those with special learning needs.
8. Experience with computer based career assessments and exploration resources.
9. Experience maintaining and using a computer database.
10. Experience with a district approved student information system.

SUPERVISION RECEIVED:
Assistant Superintendent for Instruction / Supervisor for Career and Technical Education

SUPERVISION GIVEN:
None

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