

CAREER COUNSELOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves supporting, coordinating, and facilitating student transition from high school to college and/or career. The incumbent assists students in discovering their strengths and interests, exploring career alternatives, and finding institutions of higher learning which will meet these interests, strengths, and values. The incumbent is responsible for assisting program participants in formulating and modifying an employability plan which may involve remedial education, work experience, specialized skill training, job placement and related screening and supportive services. The work is performed under general direction of the Assistant Principal of CTE, or the Director of CTE, with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Educates students to the advantages of upskilling to enhance career path options that broaden workforce opportunities
Counsels, motivates, and encourages students in advancing employment and training goals;
Assists students with full-time employment post-graduation, including resumes, interviews, searches, and follow through;
Coordinates and recruits business partners for CTE programs;
Places students in NYSED approved Co-ops, including resumes, interviews, searches and follow through;
Creates new NYSED Co-op including development training plans and recruitment of companies;
Tracks students working hours while on Co-ops;
Meets with students regarding their NYSED Co-ops and coaches participants, both those who are successful and unsuccessful;
Facilitate regular communication with appropriate staff to provide most recent workforce and employer information to the students
Provides job search and job readiness training and develops realistic jobs for students;
Provides career-based training to high-school students including workshops and employability profile;
May collect employer information for the preparation and writing of on-the-job training or other worksite programs

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Gathers information from surrounding businesses and industries related to job opportunities in the area and the state, and to understand and predict job markets;
Has responsibility for the coordination of major career based events;
Connects students to work based learning opportunities and develop partnerships with career readiness organizations;
Assist students with the completion and submission of college and trade school applications;
Acts as a primary liaison to nurture existing partnerships that grow education, training and employment opportunities for students;
Remains visible to students, teachers, and parents as an advocate for higher education and success for all students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of sources of occupational information related to vocational guidance, training, and placement;
Good knowledge of personal computers and software;
Working knowledge of concepts of the cultural, environmental and personal factors influencing the lives of program clientele;
Working knowledge of interviewing practices and techniques;
Working knowledge of community organizations and human service agencies;
Working knowledge of the employment conditions and trends of the local labor market;
Working knowledge of sources of job placement;
Ability to evaluate clients' vocational interests and aptitudes;
Ability to engage and move students to research and apply to career opportunities
Ability to work with a culturally diverse population
Ability to development and maintain effective interpersonal relationships with students;
Ability to communicate effectively both orally and in writing;
Ability to analyze material and determine appropriate referrals;
Ability to motivate students;
Ability to collect, organize and interpret data and information;
Strong listening skills;
Compassion and empathy.

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MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree or higher in career development, career counseling, business administration, human resources, or closely related field and two years of experience as an employment counselor, employment interviewer, or similar title, dealing with employment and training, or job placement;
OR

B) Possession of an Associate's Degree in career development, career counseling, business administration, human resources, or closely related field and four years of experience as an employment counselor, employment interviewer, or similar title, dealing with employment and training, or job placement; OR

C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment for the State of Education Department is required.