

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.07
SECTION:	RELATIONS		
POSITION:	HIGH SCHOOL CAREER COUNSELLOR		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

Over the last few decades significant economic, social, political, and technological changes have made it difficult for young people to adapt to numerous employment trends. Young people must be prepared to cope with these changing trends by having the capacity to be resourceful, adaptable and flexible amidst change and ambiguity. Cooperative efforts of the school, home and community are needed to help young people successfully make the transition from school to the world of work. Career exploration is an essential area of study that will give students the opportunity to attain the basic knowledge, skills and attitudes to facilitate a smoother transition to work.

The primary function of the Career Counsellor is to help students with career decisions. In partnership with the student, the Career Counsellor explores and evaluates the student's education, interests, skills, and personality traits, and arranges for aptitude and achievement tests to assist the student in making career decisions.

3. **Minimum Qualifications**

- 3.1 Bachelor of Education.
- 3.2 Must be able to demonstrate knowledge and understanding of career guidance concepts, standards and practices.

4. **Knowledge, Skills and Abilities**

- 4.1 Excellent communication skills - both oral and written.
- 4.2 Is self-motivated and able to work independently.
- 4.3 Ability to meet deadlines and to work autonomously and as part of a team.
- 4.4 Ability to quickly learn procedures used to report information and maintain records.
- 4.5 Proficiency in utilizing technology.
- 4.6 Ability to use effective collaborative skills to work as a team.

5. **Performance Responsibilities**

- 5.1 Develop, coordinate and implement the Career Education 9-12 program based on the Blueprint 4 Life scope and sequence. The scope and sequence will be integrated in appropriate grade 9-12 courses of study. The goals of the career education program will include:

- 5.1.1 An increased self-awareness.
- 5.1.2 Development of life career management skills.
- 5.1.3 Increased understanding and skills in educational planning.
- 5.1.4 Increased knowledge, understanding, and skills in the area of career awareness, exploration, and planning.
- 5.1.5 Acquire and practice skills needed to progress from dependence to independence.
- 5.2 Developing career portfolios for grade nine to twelve students, which include test and grades results, examples of student work, and resumes and cover letters to prospective employers.
- 5.3 Provide educational and career planning for grades nine to twelve students.
 - 5.3.1 Assisting students in exploring their potential, in formulating realistic goals and in determining the means to attain them.
 - 5.3.2 Schedule and conduct timely career counselling sessions with all grade twelve students.
 - 5.3.3 Conduct timely individual career counseling sessions as requested by students, staff, or parents.
 - 5.3.4 Advising students and parents on high school programs and the academic curriculum.
 - 5.3.5 Assisting with Advanced Placement enrollments to prepare students for the rigour of postsecondary education.
 - 5.3.6 Planning and preparation for university admissions tests and SAT.
 - 5.3.7 Preparing students for university or technical school application and admission.
 - 5.3.8 Informing students about postsecondary financing that can be used to support advanced education and training.
 - 5.3.9 Coordinate distance education learning (correspondence school). Specific responsibilities would include:
 - 5.3.9.1 Counselling of students to meet grade requirements.
 - 5.3.9.2 Submitting correspondence school application forms to the Principal.
 - 5.3.9.3 Monitoring student work to encourage course completion.
 - 5.3.9.4 Establishing a tracking system for the mailing of lessons and recording of marks for returned lessons.
 - 5.3.9.5 Providing timely lesson progress reports to students and parents.
- 5.4 Arranging job shadowing, career mentoring, work placements, and community-based learning programs to allow grade ten to twelve students to directly experience workplace situations.
- 5.5 Assist students with post-secondary entrance applications, scholarships, and bursaries.

- 5.6 Assist with writing student recommendations for university or other post high school programs and/or job applications.
- 5.7 Coordinate SUTIL, Career Days and tours of Post Secondary Institutions.
- 5.8 Conducting aptitude and career inventory assessments:
 - 5.8.1 Grade 10: Canadian Occupational Interest Inventory.
 - 5.8.2 Grade 11: Jackson Vocational Interest Survey and Self-directed Search.
 - 5.8.3 Grade 12: Strong Campbell.

Note: Funding for conducting the assessments has been provided in the school academic budget.
- 5.9 Organize and maintain current information resources for high school and post high school educational planning and career planning. Resources shall include, but not limited to: university and technical school admissions, financial aid information, SAT testing information, business and trade school information, and apprenticeship information.
- 5.10 Maintain an ongoing personal program of professional growth and development.
- 5.11 Perform other related duties as assigned by the Principal.

6. Terms of Employment

- 6.1 Academic year.

7. Confidentiality

- 7.1 At no time should the Career Counsellor discuss in public information pertaining to employees, students or the operation of the school division. The Career Counsellor is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

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