

VOCATIONAL COUNSELOR

A. QUALIFICATIONS:

1. The Vocational Counselor shall have the general qualifications of a teacher as prescribed by the State Department of Education and shall hold a valid school counselor's certificate with a vocational endorsement issued by the Texas Education Agency.
2. The Vocational Counselor shall hold at least a master degree from an accredited college or university.
3. The Vocational Counselor shall have had at least a minimum of three (3) years of successful teaching experience, two of these three years of experience in a vocational subject.

B. APPOINTMENT:

The Board of Trustees shall appoint the Vocational Counselor upon the recommendation of the Superintendent of Schools for a term of not more than two years, and the contract will be considered for extension at the regular March meeting each year.

C. REPORTS TO:

The Vocational Counselor shall be responsible to the principal for the performance of all duties.

D. JOB PERFORMANCE STATEMENTS:

1. Instructional Management
 - a. Serves on the Admission-Review-Dismissal Committee for handicapped students interested in enrolling in vocational programs.
 - b. Assists in determining curricular needs and in meeting those needs.
 - c. Conducts the orientation and final selection of high school students who may benefit by enrolling in vocational courses.
 - d. Serves as liaison between central office vocational staff and teachers.
 - e. Administers and interprets an interest and aptitude survey to disadvantaged students prior to their entry into a vocational program.
 - f. Assists students with vocational opportunities and experiences by scheduling activities such as career days, job round-up, field trips, and guest speakers.

2. School Climate

- a. Be responsible for balancing vocational class counts.
- b. Works harmoniously with all staff members.
- c. Works toward improving morale and aid in teaching by helping teachers to know and better understand the student.

3. School Improvement

- a. Assists in the arrangement of teacher-parent conferences.
- b. Assists the parents in an understanding of their children's aptitudes, abilities, interests, attitudes, and development as related to educational planning and growth.
- c. Assists with social and academic problems; such as problems evidenced by excessive absences, problems as a result of failing grades, delinquency, disciplinary reports, and drug or health problems.
- d. Promotes and advertises all vocational programs on their campus.

4. Personnel Management

- a. Assists in in-service education for teachers in the guidance program.

5. Administration and Fiscal/Facilities Management

- a. Assists with follow-up studies of former vocational students, graduates, and dropouts.

6. Student Management

- a. Maintains a working knowledge of grade level graduation requirements, description of courses offered, credit value of courses offered, and college entrance requirements necessary to properly guide the students.
- b. Maintains information on each student with pertinent information necessary to properly guide the student.
- c. Schedules conferences with vocational students each year for the purpose of reviewing and making necessary and desirable adjustments.
- d. Plans a program each school year for scheduling purposes for the ensuing year.
- e. Approves and assesses placement of vocational students.
- f. Assists in helping the students to better understand themselves, their community and their parents.

- g. Assists students in learning to make wise decisions which will affect their future.
- h. Promotes equal access to all vocational programs, services, and activities based on vocational aptitude and interest testing, attendance, citizenship, and physical ability to perform tasks.
- i. Assists students in career planning.
- j. Assists in orientation programs.
- k. Assists in placing and scheduling students.

7. School/Community Relations

- a. Works toward improving community relations by working with the parent, the student, community leaders and businesses.
- b. Maintains a working relationship with post-secondary vocational-technical schools, the military service and other agencies conducting vocational education programs within the community.
- c. Provides placement assisted by vocational teachers for students completing occupational courses.
- d. Works with vocational advisory committees relating to vocational offerings of the district and community.

8. Professional Growth and Development

- a. Uses information provided through assessment instruments, the district appraisal process, and evaluative feedback from supervisors to improve performance.
- b. Strives to improve leadership skills through self-initiated professional development activities.
- c. Utilizes information and insights gained in professional development activities.
- d. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession
- e. Conducts oneself in a professional, ethical, and responsible manner.

9. Other

- a. Performs other duties as may be assigned by the Superintendent of Schools.

E. EVALUATION:

1. The job performance statements shall constitute the criteria for an evaluation form with an evaluation code as follows:

N/A	Measure Not Being Taken.
1	No Measurable Progress.
2	Progressed Toward The Goal.
3	Met The Goal.
4	Exceeded The Goal.
5	Significantly Exceeded The Goal.

2. The evaluation form shall contain a place for comments and for general observations made by the evaluating person. These comments shall constitute additional criteria for evaluation.
3. The Vocational Counselor's evaluation is a responsibility resting with the principal. An evaluation shall be completed in writing at least once during the course of the school year.
4. The principal shall submit to the Superintendent of Schools, or the staff person designated by the Superintendent of Schools., the completed evaluation of each Vocational Counselor at the time stipulated by the Superintendent of Schools.

F. SALARY:

The salary of the Vocational Counselor shall be based on the schedule adopted by the Board of Trustees for this position.

Source: Local
Approved: 2-11-1992
Revised: 8-19-2008
Reviewed: 8-04-2009