Counselor

This position reports to the Campus Director and is expected to apply their professional training in schools in order to support student success. Through comprehensive school counseling programs of developmental, preventive, remedial, and responsive services, counselors address academic development, career development, and personal/social development of students. Counselors will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Maintain awareness of prerequisites for career majors and assist in student recruiting efforts.
- Assist with the development and maintenance of a comprehensive guidance program.
- Responsible for properly enrolling all students and maintaining student files on every student enrolled.
- Provide assistance to students in their choice of occupational training, orientation (individuals and groups), personal adjustment and any other assistance as needed.
- Assist with the placement and follow-up of all students.
- Consult and collaborate with parents/guardians, teachers, administrators and other educational/community resources regarding students with Individual Education Plans.
- Maintain awareness of employment needs and acquaint employers with the resources for potential employees.
- Keep an up-to-date record of all enrollment data, etc., and make all required local, state, and federal reports as directed by the Campus Director.
- Work with supporting entity representatives, counselors, and others regarding the enrollment and assistance to students receiving specialized assistance. Assist individuals who need advisement for obtaining tuition assistance.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents must possess strong communication skills and demonstrate a strong knowledge and understanding of the laws, policies, procedures, and ethical standards of the school counseling profession. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Master’s Degree with Oklahoma Secondary Counselor’s Certificate issued by the Oklahoma Department of Education with three (3) years experience working in or associated with public education.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.