

P-TECH/CTE HIGH SCHOOL COUNSELOR

Reports To: Director of La Vega Pathways in Technology Early College High School

Dept / Campus: Secondary

Pay Grade: T-125

Board Approval: June 2026

PRIMARY PURPOSE:

Plans, implements, and evaluates a comprehensive program of direct guidance services to students, teachers, and parents focused upon college and career planning. Uses a comprehensive needs assessment planning process to define needs and priorities of population served. Provides a proactive, developmental guidance program for all students to maximize personal growth and development in the areas of college and career readiness.

QUALIFICATIONS:

Education/Certification:

A master's degree
Valid Texas counselor's certificate

Special Knowledge/Skills:

Knowledge of counseling procedures, student assessment, college preparation, college entrance requirements, and career development
Excellent organizations, communication, and interpersonal skills
Maintain a calm and patient demeanor with students and others
Self-motivation and effective contributor to a team

Experience:

Three years teaching experience
Previous counseling experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

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|--------------------|----|---------------------------------------------------------------------------------------|
| Program Management | 1. | Coordinates with the Director of PTECH to meet District objectives and program goals. |
| | 2. | Facilitate partnerships and program development with IHE Liaisons and partners. |

3. Provide career development, occupational, labor market, non-traditional career, and post-secondary information
4. Maintain and update CTE courses in the district's student information system (SIS)
5. Provides guidance to individuals and groups of students to develop education, career and personal plans.
6. Administers interest, aptitude and college entrance assessments and interprets results to students and their parents.
7. Seeks opportunities to speak to students and parent groups about targeted and emerging occupations and the education requirements needed to enter and succeed in those occupations.
8. Assists the Director of PTECH with the development and renewal of articulation agreements between institutions of higher education and the district and develop and implement a plan for marketing those to students and parents.
9. Follows up on graduates of PTECH who are pursuing additional education at institutions of higher education and collaborates with Academic Advisors at partner institutions as prescribed and needed.
10. Coordinates college/career nights; conducts periodic evening workshops on college admissions, financial aid, college assessments (such as TSI, SAT, ACT, THEA, ASPIRE, and COMPASS) preparation as well as college placement testing. Assist students with selection:
 - a. Field Trips and other WBL activities
 - b. Certification exams
 - c. Summer internships
 - d. Partnerships with local businesses
11. Develops and implements an effective system of communication with students and parents regarding scholarship opportunities. Assists students in securing scholarships to attend institutions of higher education.
12. Participates in selected ARD meetings as a representative of Career and Technical Education (CTE).
13. Provides academic advising, admissions, registration and financial aid assistance to PTECH students seeking admission to colleges or universities.

14. Conducts and assists with registration of students in all programs relating to post high school education.
 15. Performs other appropriate guidance and counseling duties as assigned by the Director of PTECH.
 16. Effectively plans and implements the school college and career readiness guidance and counseling program to meet identified needs.
 17. Assist in the development of student course schedule specific to college and career programming.
 18. Compile, maintain, and file all reports, records, and other required documents with periodic reports to various stakeholders.
 19. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of guidance and counseling.
 20. Performs as a program liaison with institutions of higher learning, higher education partners, businesses, and community.
- School Climate
21. Present for students a positive role model that supports the mission of the school district.
 22. Maintain a positive and effective relationship with supervisors.
 23. Comply with all district and local campus routines and regulations.
 24. Effectively communicate with colleagues, students, and parents.
- School Improvement
25. Assess and respond to needs related to job responsibilities.
 26. Develop and coordinate a continuing evaluation of the guidance program and implement changes based on the findings.
- Student Management
27. Develop and maintain effective individual and group relationships with students and parents.
 28. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
- Professional Growth and Development
29. Develop needed professional skills appropriate to job assignments.
 30. Demonstrate behavior that is professional, ethical, and responsible.

School/
Community
Relations

31. Articulate the district's mission and goals in the area of counseling to the community and solicit its support in realizing the mission.
32. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
33. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
34. Serve on the PTECH/CTE Leadership and Advisory team.
35. Assist with bus transportation plans and adjustments for CTE/PTECH students.
36. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbally and written)
Ability to instruct; maintain control under stress
Ability to manage others in a non-coercive manner
Maintain a clear focus on customer delight

Physical Demands:

Ability to lift and carry 50 lb
Occasional local and statewide travel

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date