

## **VHS Career Center Counselor Responsibilities**

Licensed School Counselor preferably with classroom, counseling and Career Center experience

- career and college specialist
- part of the VHS Counseling Team
- Reports to the Guidance Director

### **DUTIES:**

#### **College Applications, Financial Aid & Scholarships**

- Works with seniors as needed on college applications, the Common Apps, Parchment transcripts
- Meets with seniors and parents to review applications, scholarships
- Oversees FAFSA information distribution to all seniors
- Coordinates FAFSA workshop for parents and seniors

#### **College Representative, Employer and Military Visits**

- Communicate with representatives from colleges/universities, the various branches of Military, Service Academies and local companies who would like to set up a visit to our school.
- Make students aware of these visits through school announcements and summer job fair
- Coordinate site visits to NW Indiana Companies

#### **Classroom Presentations**

- Communicate with colleges/universities, various branches of the military, the different trade unions, and local companies to organize presentations for specific classes
- Reserve rooms and schedule classes to attend presentations
- NAVIANCE; work with counselors to instruct use by grades 10, 11 & 12

#### **21<sup>st</sup> Century Scholarship**

- Meet with all 21<sup>st</sup> Century Scholars (grades 9 – 12) each year to discuss scholarship requirements and make sure students are completing the Scholar Success Program activities for each grade level
- Communicate with the Indiana Commission of Higher Education regarding student issues (name changes, account issues, etc...)
- Run FAFSA Completion reports and meet with individual students regarding FAFSA questions
- Input GPA's and diploma types (Core 40/AHD, THD) for seniors in the Scholar Track system
- Coordinate 21<sup>st</sup> Century Parent Meeting

#### **Career Information Program**

- Coordinate specific career events (Career Days, Weeks or Month) for grades 9-12
- Survey students for career interests
- Contact/Create Database of Career Speakers
- Coordinate with Center for Workforce Innovation and Work One for resources, site visits

#### **Field Trips to Colleges and Job Sites**

- Plan and chaperone various field trips throughout the year (job-site visits, college tours, scholarship fairs, luncheons, industry/union tours, workshops, etc...)

#### **College Research Studies**

- Work with colleges to conduct research studies with our students
- Organize interviews, field trips, surveys, etc...

#### Resource Period and Study Hall Activities

- Create lessons/activities
- Coordinate with Junior Achievement to bring in volunteers to lead career programming in the classrooms and setup job-shadowing experiences for our students
- Contact Kerri Molnar about backgrounds checks for speakers
- Assist with the planning and implementation of homerooms (Computer Lab Scheduling, Rotation Schedules, Thank-you Notes/Bags for guest speakers, )

#### Individual Counseling

- Meet with students to discuss questions/issues they have regarding their personal, academic, and career success
- Assist with SAT/ACT registration (fee waivers)
- Assist with college applications
- Assist with college/career/scholarship searches - Naviance
- Meet with students regarding the selection of a career pathway

#### Student Ambassador Program

- Distribute applications, organize interviews, and select Student Ambassadors each year
- Organize an orientation over the summer to provide the new mentors with resources and training
- Create freshman seminar activities
- Meet with mentors throughout the year to train

#### Senior Showcase

- Keep track of seniors' plans for after graduation. Take pictures and create presentation to display

#### Main Lobby TV (if available), Web Page and Information Center

- Responsible for creating presentations and updating/collection information to display on the school TV
- Design and maintain College & Career Center web page or Newsletter
- Research and update Internet resources
- Organize College & Career Center and all information in the center
- Maintain up-to-date material and order new materials as needed
- Process all career/college associated mail and material
- Release for announcements all career and college related information to students

#### Job Opportunities for Students

- Communicate with local businesses looking to hire and connect them with students qualified for the positions
- Work with students to prepare resumes, fill out job applications, and discuss appropriate interview behaviors
- Coordinate Summer Job Fair

#### SAT/ACT Testing

- Assist students/parents in receiving information regarding SAT/ACT registration, waivers and sending scores to institutions
- Advertise and sign up students for SAT testing

#### PSAT Score Reports

- Organize PSAT score reports to distribute in homerooms and assist with testing

- Create a PowerPoint to help students understand their results and introduce them to resources available through College Board for SAT review and preparation using Khan Academy
- Meet with absent students individually to discuss their results in depth.

#### Class Checklists

- Create and distribute College and Career Readiness calendar and checklists for each individual grade including important dates, websites, and events for each school year

#### Assist Guidance Department with the following:

- Scheduling
- Career Events
- College Go Week
- Parent Night Grades 10, 11 & 12
- Student Resources
- Web Page
- Financial Aid Night
- Awards Night
- Special Projects/Crisis Management as needed