

Position: Middle School Career Counselor & Testing Coordinator

Location: Both middle schools

Reports to: Head of Guidance at VHS, and Building Principals at *TJMS and BFMS*

Salary and Contracted Days: Teacher salary scale, 186 days

Duties of Career Counselor:

Ongoing coordination and expansion of career & post-secondary projects for all students in grades 6, 7, and 8.

Working with the counseling team at each school, the Career Counselor will oversee the planning of the career activities and Naviance from 6th through 8th grades for both middle schools:

6th grade focus: Assist in planning the Learning Styles Inventory and discussion, Introduction to Career Exploration through discussions and activities relating favorite subjects and hobbies/interests to the world of careers and which careers those interests and favorites may translate to. Expand transition program from all 8 elementary schools, communicate with 5th grade teachers as well as 6th grade team for smooth transitioning especially for students with unique learning styles or needs.

7th grade focus: Assist in development of Career exploration through all subject curriculum: meet with teachers to go over Soft skills/Hard skills in the classroom and how those compare to the skills employers look for in employees. Using Naviance to explore career interests and post-secondary options.

Organize Career speakers to come in at different times in subject areas to relate what students are learning to careers. This means communicating with team of teachers to see when appropriate units which lend themselves to this kind of enrichment occur. Organize the culminating Career Day near the end of the year with speakers from multiple career clusters.

8th grade focus: Assist in Post-Secondary School exploration and continuation of career research and exploration. Organize visits to variety of post-secondary schools, creation of a career center location in each middle school for resources to serve as a 'career hub'. Conduct (using Naviance) online career interest inventories and coordinate with preparation for high school registration. Transition to high school activities and discussions.

Duties of Testing Coordinator - Coordination of PSAT, NWEA, and ISTEP testing at both middle schools.

Assist in reviewing incoming students' test histories and data for communication with teams and guidance.

Coordinate all aspects of NWEA testing (September, December, May) and review data with administrators and counseling staff

Oversee the PSAT testing for all 8th graders in October, present information to students and parents regarding the beginning of SAT Suite of tests. Work with Special Ed teachers and guidance counselors to apply for accommodations for students with IEP's, ILP's, and 504's. Communicate with VHS in spring regarding students with PSAT accommodations.

Coordinate distribution and explanation of PSAT results to students and parents.
Coordinate instruction -- to students and parents -- on the Khan Academy as an SAT preparation resource.

Assists in Coordinating ISTEP testing (begins in February and ends in early May) with multiple organizational steps for both paper-pencil and online set-up and administration. Set up schedules, coordinating both middle schools. Organize and administer makeups after testing. Package materials appropriately and document for central administration. Coordinate online trouble-shooting throughout online testing for approximately 3 weeks. Review and organize all testing data (NWEA, PSAT, ISTEP) and share with administration, guidance, and teaching teams to assist in Rtl planning and enrichment.

Other Counseling Duties:

This licensed counselor will establish a weekly schedule for each school, to also work with at-risk students, personal counseling, student crises and other counseling tasks.