

5440-73 Career and Technical Education School Counseling Coordinator

The holder is authorized to coordinate and provide career and technical education school counseling services in grades 9-12.

In order to qualify for this endorsement, the candidate shall demonstrate the following:

Knowledge Standards:

Knowledge of the principles of guidance and counseling appropriate to an educational setting

Knowledge of career development and occupational information including a knowledge of vocational work areas, labor force needs, training and placement sources, and how to administer and interpret student interest, aptitude, and ability tests

Knowledge of the goals of vocational education, as well as knowledge of the state and federal regulations associated with vocational education and labor and industry

Performance Standards:

The ability to work effectively with individuals, small, and large groups of students to orient them to the world of work, introduce them to areas of vocational work, and help them define and develop their occupational goals and plans

The ability to plan, organize, implement, and evaluate guidance programs in a career and technical education setting, including the ability to:

- a. Develop and maintain occupational information and appropriately disseminate it to students and teachers
- b. Plan, organize and implement guidance activities including student orientation, career awareness programs, student record-keeping systems, and programs to facilitate student career goals and plans
- c. Work with guidance counselors and administrators from all sending schools to deliver coordinated guidance services
- d. Work with teachers and administrators to implement guidance services including procedures for finding jobs, communication of career opportunities to students, and follow-up of graduates
- e. Work with employers, community leaders, job services staff, and other training and placement sources to assist in the development of up-to-date vocational curriculum,
- f. Evaluate area guidance services taking into account the needs of individuals and groups of students
- g. Represent the vocational center to the community including developing and disseminating information about the center and its services

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Additional Requirements:

Two years of work experience preferably in vocational education

Two years of work experience outside of the area of education