



JOB DESCRIPTION

Job Title	Off Campus Program School Counselor/Coordinator
Department	Teaching & Learning
Reports To	Director of Academic Services
Classification	Certified
Location	Chippewa Valley Technical College
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Off Campus Program School Counselor/Coordinator is responsible for providing counseling and coordinating services for the off-campus Program. Responsibilities include; providing counseling services to program participants, recruiting, scheduling, monitoring grades and attendance, home visits, and serving as the liaison to the counselors of the participating schools and the principal of the Off Campus School.

Essential Job Functions

- Locates and recruits students
- Enrolls and schedules students
- Sets up student files with staff administrative assistant
- Counsels students
- Monitors student attendance
- Monitors grades and progress and coordinates intervention plans.
- Conducts home visits
- Follows-up on student make-up time
- Supervises make-up Saturdays (6)
- Coordinates attendance and grade record keeping with Off Campus Administrative Assistant and participating schools' registrars and counselors
- Coordinates transportation as necessary
- Refers participants to appropriate community social service agencies
- Serves as a student advocate
- Serves as an initial point of contact for re-entry into the educational system and provide referrals to other agencies

- Coordinates continuum of services for students at risk of not graduating.
- Works with Off Campus School-Only graduates on post-secondary plans, and assists as possible

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in School Counseling, social work, or secondary education.
- Wisconsin School Counseling license.
- Successful teaching and/or counseling experience at the secondary level.
- Experience working with at-risk students and programs.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- One or more years of relevant school counseling experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent oral and written communication skills.
- Understanding of educational/counseling theories and best practices.
- Strong one-to-one counseling skills.
- Desire to work with at-risk 16-21-year olds.
- Thorough understanding of child development stages and well as signs and symptoms of mental illness.
- Knowledge and understanding of cultural diversity in the school setting.
- Knowledge of positive parenting skills and practices.
- Good classroom management skills.
- Good organizational and time management skills.
- Good judgment and problem-solving abilities.
- Ability to work a flexible schedule including evenings and Saturday as needed.
- Demonstrates an understanding and use of equitable and culturally responsive practices
- Ability to provide transportation to self and students as needed in compliance with the District driving policy.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.

- May be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Regularly required to talk and hear.
- May be required to reach, stoop, kneel, or crouch.
- Occasionally may be required to drive to other locations.