

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Counselor, Adult Education**

REPORTS TO: **Director, Adult & Community Education**

JOB GOAL: To provide a full range of guidance services for students in Adult Education. The Counselor serves as a liaison to professional staff, students, outside agencies and other organizations to educate and guide students in their decision making regarding adult education and post secondary options.

QUALIFICATIONS: 1. Previous successful experience teaching experience in an educational or comparable setting.
2. Masters degree in guidance or educational administration
3. Adult Education experience preferred
4. Successful Maine fingerprinting and background check
5. Supervisory experience

PERFORMANCE RESPONSIBILITIES:

1. Performs Counseling and Guidance functions: conducts personal academic crisis intervention and career counseling activities, provides post secondary admissions counseling, coordinates meetings/referral for students with academic difficulties or in need of other student support services, oversees the maintenance of student records.
2. Admissions/recruitment functions: develops a marketing plan for Adult Education, prepares and distributes marketing materials, meets with students for admission purposes.
3. Coordinates student services: plans course schedules and student handbook, assist in the preparation of graduation.
4. Performs Assessment functions: conducts student testing activities, interprets test results, determines student placement and assist with curriculum development.
5. Coordinates function for students with disabilities: reviews/interprets special education records, attends IEP team meetings when appropriate, and provides guidance and counseling services to special needs students.

6. Performs Administrative functions: reviews progress reports/grades and conducts student follow up, maintains/updates post secondary and career resource materials, prepares and monitors counseling budget, conducts surveys, prepares statistical reports/forms for state and federal reporting, assisting new program planning and development.
7. Assumes responsibility for his/her own professional growth through ongoing program of reading, membership in professional organizations, in-service training, and institutions of higher learning.
8. Maintains confidentiality with complete security.
9. Prepares student transcripts.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Non-represented position, Full time, year round salaried position, includes 12 holidays, sick leave, personal days, and vacation time earned. Salary ranges \$32,000- \$54,000 based on experience.

Evaluation: Performance for this position will be evaluated annually by the Director based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____