

ACE Career Counselor

Job Description: Achievement in Career Engagement (ACE) Career Counselor

This position will be created from an MOU with your current school district, allowing an allotment of contractual days to be given to KEDC for Achievement in Career Engagement. You will still be an employee of your school district through this position. Number of contractual days to be determined.

Reports to: Projects & Operations Director | KEDC (Lexington and Ashland Office)

Duties: The ACE Career Counselor will coordinate the ACE programs/platform with schools located within the KEDC region and/or in the state of Kentucky for non-KEDC members. Direction and communication of activities and services for ACE schools and KEDC include the following:

- Coordinate with KEDC staff in leading professional development with CORE 5 training with ACE
- Coordinate and lead professional development training with ACE schools as needed (grades 6-12)
- Support with the enrollment of students at ACE schools
- Be part of the vetting and confirming process for ACE schools
- Coordinate with possible employers on possible students for internships / job shadowing experiences
- Coordinate and lead ACE Regional Network Meetings (quarterly)
- Coordinate and lead with regional partners that would support ACE schools (quarterly)
- Host an ACE Regional Network Meeting for ACE High Schools (possibly once per quarter at your location)
- Attend individual school meetings or professional learning committees for networking services and activities
- Review data components within the ACE platform to assist with quarterly reports
- Provide services to schools in relation to college readiness, work readiness, and employer engagement
- Provide Academic/Career Counseling to schools/students as needed in group or one-to-one settings
- Support ACE schools with Career Pathways, project-based learning, and work-based learning activities
- Attend Career Events/Workshops that are offered by ACE contractual partners and/or KEDC
- Submit weekly/monthly updates through social media, newsletters, and to KEDC staff
- Support the Individualized Learning Plan (ILP) platform in ACE for all ACE schools
- Provide outcomes for ACE schools that relate students to work-based learning
- Promote ACE Student Leadership Teams that will meet monthly in schools and focus on student voice
- Communicate Mentorships with ACE schools and students
- Provide support to ACE schools and teachers on project-based learning materials/curriculum
- Communicate with KEDC staff on events, updates, outcomes, and projects promoting ACE

Other Job Responsibilities: The ACE Career Counselor will maintain and update the following:

- A weekly schedule posted of day to day activities and appointments with schools and KEDC
- Maintain home district relations, necessary paperwork, and communications with school district
- Monthly updates to be shared with the ACE Staff
- Help Identify work-based learning experiences with ACE schools

- Assistance with Internships and work-based learning projects with ACE schools
- Maintain knowledge about H-1B industries, STEM, and workforce programs for ACE schools/programs
- ACE Staff will meet quarterly to give updates, status information, and verbal reports
- Other assignments requested from the Project Director as needed

Qualifications / Experience:

- Prior experience in coordination of projects (both school and district level)
- Prior experience with career counseling or administration preferred
- Minimum of 10 years teaching experience and/or Master's Degree
- At least 3 years' experience providing PD to teachers or other professionals
- A strong theoretical knowledge of career pathways, workforce development, and work-based learning
- Ability to lead collaborative professional learning
- Commitment to and proficiency in the use of technology to support student learning

Contact: Please email a [KEDC job application](#), resume, and 3 letters of recommendation to clabe.slone@kedc.org
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