

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Vocational and Educational Counselor I and II
DEPARTMENT: Youth Services
REPORTS TO: Director of Youth Services

SALARY GRADE: 16 & 18
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Implements, coordinates and modifies educational and vocational programs that serve the interests and needs of individuals and groups under the age of eighteen. The work involves interaction with community, schools and human service agencies, police departments, government agencies and the general public.

ESSENTIAL JOB FUNCTIONS:

Manages the City's tutoring and GED program including scheduling appointments, creating and distributing application forms, assessing students' skill levels, recruiting and training tutors, meeting with teachers and administrators regarding students, providing evaluations.

Prepare and teaches lessons to students in GED, Tutoring and World of Work programs.

Advertises available programs to citizens in the community, to schools and local groups via cable TV, meeting and written correspondence to local newspapers and other media outlets.

Provides counseling to citizens in work skills, finding employment, career exploration, interviewing skills and other self improvement programs.

Provides an introduction to the work of work to area youth including a job bank and babysitting courses.

Provides information and referrals to citizens regarding family and individual counseling, crisis intervention and vocational/educational issues.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Performs administrative duties for the department including answering phones, maintaining records, preparing correspondence, and creating forms and applications.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Vocational and Education Counselor II – Additional Tasks

Recruits, trains and supervises student interns;

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Vocational and Educational Counselor I

Master's degree from an accredited four-year college or university in Education, Counseling, or a related field; and,

One to two years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Vocational and Educational Counselor II

Master's degree from an accredited college or university in Counseling, Education, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform.

Licenses and Certifications:

Teaching Certification Preferred

Certification or License in Counseling Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Psychology, human behavior, group dynamics, and a mastery of vocational and educational principles and curriculums.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Developing and making presentations and teaching classes.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to be tactful, courteous and poised in difficult situations.

Ability to analyze problems and to respond appropriately.

Ability to persuade.

Ability to establish and maintain effective working relationships with a variety of people and agencies.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.