

Counselor Specialist, Southern Nevada Talent Development Collaborative

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The position coordinates the Southern Nevada Talent Development Collaborative (SNTDC) for all participating schools. The candidate will support schools in the coordination, planning, organization, implementation, and evaluation of high school counseling programs designed to connect students with meaningful career opportunities. Responsibilities include collaborating with school administrators and school counselors to develop and monitor programs that provide students with education and research leading to successful transitions to college and/or career. This person will be expected to adhere to the Clark County School District's *Professional Domains and Standards for Licensed Employees* and is directly responsible to the Director of Guidance and Counseling, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, and coordinates the framework for the SNTDC.

2. Provides consultation to high school counselors and administrators, staff, parents/guardians, and the community.
 3. Actively supports the District's implementation of workforce development and career counseling programs.
 4. Provides services to regions and schools through professional learning planning and delivering training to counselors and administrators.
 5. Coordinates SNTDC activities that connect students and their families to the local workforce development community.
 6. Plans, develops, and provides professional learning and educational programming support.
 7. Plans, organizes, and provides unique and specialized curriculum and educational approaches.
 8. Serves as the liaison to community groups and public agencies and represents the District in matters related to career counseling and workforce development at the local/state/national levels.
 9. Monitors trends and initiatives related to career counseling and workforce development at the local/state/national levels.
 10. Works cooperatively with other departments within the District and with other local/state/national agencies.
 11. Maintains communication through phone calls and written correspondence.
 12. Monitors and reports on career development counseling programs delivered within schools.
 13. Coordinates on-going support and professional learning with other departments and schools relative to implementation of SNTDC.
 14. Develops project management plans.
 15. Performs other duties related to the position, as assigned.
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Position Expectations

1. Demonstrate a thorough working knowledge of career development theories, federal/state/local workforce trends, and the American School Counselor Association (ASCA) National Model.
2. Demonstrate a working knowledge of the District's relevant policies and regulations.
3. High-level skills in planning, organizing, and coordinating job-related tasks.
4. Demonstrated ability to work effectively with school and administrative personnel, parents/guardians, students, peers, and others.
5. Excellent verbal, written, and presentation skills.

6. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 7. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
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Position Requirements

Education and Training

1. Earned master's degree and/or educational specialist degree from an accredited college or university.
2. Three (3) years successful experience as a licensed school counselor.
3. Experience working with parents/guardians, school and administrative personnel, and representatives of community organizations/agencies.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.
5. Demonstrated experience in curriculum design and development.

Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a K-12 School Counselor license issued by the Nevada Department of Education (NDE).
2. A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Experience in career development or workforce development.
2. Effective communication, collaborative, and interpersonal skills.
3. Effective skills in planning, organizing, and coordinating activities.
4. Demonstrated experience in team leadership.
5. Demonstrated knowledge of current District curricular initiatives.
6. Demonstrated knowledge of current District college and college-readiness initiatives.
7. One (1) year of quasi-administrative or leadership experience.
8. High-level of confidence, initiative, and motivation.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/14/23
- Created: 09/02/22