



Mississippi Department of Education

Tom Burnham, Ed.D., State Superintendent of Education

Lynn J. House, Ph.D., Deputy State Superintendent • Instructional Enhancement and Internal Operations

Office of Career Education and Workforce Development

Jean Massey • Associate State Superintendent • 601-359-3465 • FAX: 601-359-6619

TO: District Superintendents and Secondary Vocational Directors/Contact Persons

FROM: ^{JM} Jean Massey, Associate State Superintendent
Office of Career and Technical Education

DATE: October 21, 2011

RE: **Revision of State Board Policies**

The State Board of Education, on October 21, 2011, approved the Office of Career and Technical Education to begin the Administrative Procedures Act Process for the following items:

To revise State Board Policies 8205-9201, 8201, 8204, 8207, 8213, 8302, 8401, 8402, 8403, 8500, 8801, 9000, 9202, 9205

A copy of the policy revisions/deletions can be viewed from the following site:

<http://www.mde.k12.ms.us/vocational/OVTE/>

Written comments must be received by **5:00 p.m. on Tuesday, November 15, 2011** and should be addressed to: **Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education, P.O. Box 771, Jackson MS 39205-0771.**

JM:cjp

MEMORANDUM #11.096

"Quality Education for Every Child"

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

DESCRIPTOR TERM: Local Career Counselor	CODE: 8401
ADOPTION DATE: November 15, 1996	REVISION: November 18, 2011

**STATE BOARD POLICY
LOCAL CAREER COUNSELOR**

The local career counselor shall be utilized for specific guidance purposes.

A. This position shall be referred to as career counselor.

B. This position shall be concerned with helping students make the occupational choices, educational choices, and career evaluations that will lead them to meaningful, successful, and rewarding work.

C. Career counselors shall be housed and function within the organizational structure of the Career and Technical Education CTE Center, with the advice and counsel of the Career Dean/Director. In the absence of a CTE Center, the counselor shall function within the appropriate organizational structure of the local educational agency while providing career counseling.

D. Primary responsibilities of this position will be identified by the local educational agency to support career programs and generally include but are not limited to the following:

1. Provide individual and group vocational CTE of students.
2. Disseminate information regarding CTE opportunities.
3. Remain up-to-date on changing job-entry skill requirements and changing technologies in business and industry.
4. Inform local business and industry of vocational education programs in the schools, and seek information regarding their job requirements.
5. Arrange for business and industrial representatives to interview graduates/completers as prospective employees.

6. Select, administer, and interpret aptitude tests to assist students in making appropriate career choices.

7. Provide a placement program for students completing career and technical programs.

8. Gather and publicize information from the community regarding jobs available to all students.

9. Prepare follow-up studies of students completing CTE programs for the purpose of improving services and evaluating the effectiveness of career education.

E. Employment: This position shall be approved for one hundred percent (100%) employment for the above stated responsibilities.

F. Reimbursement: This position shall be considered as a career counselor position and shall be reimbursed from CTE funds according to State Board of Education Policy 9205.

G. Approval: The approval of funding for this position shall be made jointly by the Bureau of Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for Career and Technical Education.

H. Qualifications: The recruitment and selection of career counselors shall be the responsibility of the local educational agency and shall conform with licensure requirements.

DESCRIPTOR TERM: Local Career Counselor	CODE: 8401
ADOPTION DATE: November 15, 1996	REVISION: May 18, 2001 <u>November 18, 2011</u>

**STATE BOARD POLICY
LOCAL CAREER VOCATIONAL COUNSELOR**

The local **career** vocational counselor shall be utilized for specific guidance purposes.

A. This position shall be referred to as **career** vocational counselor.

B. This position shall be concerned with helping students make the occupational choices, educational choices, and career evaluations that will lead them to meaningful, successful, and rewarding work.

C. **Career** Vocational counselors **shall be housed and** will function within the appropriate organizational structure of the **Career and Technical Education CTE Center**, local educational agency with the advice and counsel of the Career Vocational Dean/Director. **In the absence of a CTE Center, the counselor shall function within the appropriate organizational structure of the local educational agency while providing career counseling.**

D. Primary responsibilities of this position will be identified by the local educational agency to support **career** vocational programs and generally include but are not limited to the following:

1. Provide individual and group vocational **CTE** counseling of students.
2. Disseminate information regarding **CTE** vocational ~~education and career~~ opportunities.
3. Remain up-to-date on changing job-entry skill requirements and changing technologies in business and industry.
4. Inform local business and industry of vocational education programs in the schools, and

seek information regarding their job requirements.

5. Arrange for business and industrial representatives to interview graduates/completers as prospective employees.

6. Select, administer, and interpret aptitude tests to assist students in making appropriate career choices.

7. Provide a placement program for students completing **career** vocational and technical programs.

8. Gather and publicize information from the community regarding jobs available to all students.

9. Prepare follow-up studies of students completing **CTE** vocational programs for the purpose of improving services and evaluating the effectiveness of **career** vocational education.

E. Employment: This position shall be approved for one hundred percent (100%) employment for the above stated responsibilities.

F. Reimbursement: This position shall be considered as a **career** vocational counselor position and shall be reimbursed from **CTE** vocational funds according to State Board of Education Policy **9205DFBC-5, Revenues (Vocational Education)**.

G. Approval: The approval of funding for this position shall be made jointly by the Bureau of Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for **Career and Technical** Vocational Education.

H. Qualifications: The recruitment and selection of **career** vocational counselors shall be the responsibility of the local educational agency and shall conform with licensure requirements.