

POSITION INFORMATION

Position Title	Career Tech Counselor/PNCCTC
Number of Positions	1
Position Location	Philadelphia/Neshoba County Career-Tech Center
FLSA Type	Exempt
Number of Months	9
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 2, 2021

FOR ADDITIONAL INFORMATION

Contact	Melissa Upton
Contact Title	Director of Philadelphia-Neshoba County Career Technical Center
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)656-8544
Email	mupton@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Valid Mississippi Educator License with endorsement #436—Guidance Counselor.
- A #314 endorsement allows a person to serve as a career and technical counselor. This endorsement requires the following:
 1. Currently valid Mississippi Educator License with endorsement in Guidance Counselor #436
 2. Applicant must validate technology competency by attaining the established minimum score or higher on an assessment approved by the Mississippi Department of Education (MDE). The assessment must be directly related to technology competency required by the grade level and subject matter being taught. Approved assessments for this license are IC3 or other approved MDE substitute.
 3. Applicant must successfully complete a Certification for online learning workshop, module, or course that is approved by the Mississippi Department of Education.
 4. Applicant must successfully complete a Career & Technical Counselor workshop, module, or course that is approved by the Mississippi Department of Education.

Note: If the applicant meets all requirements listed above, that applicant will be issued a 314 endorsement—a five-year license. If the applicant meets the endorsement requirement, but does not meet all other requirements, the applicant may be issued a three-year endorsement (license), and all requirements stated above must be satisfied prior to the ending date of that license.

Preferred Qualifications

- Valid 5-year Mississippi Educator License with endorsement #436 and #314

General Statement of the Function

The Guidance Counselor for the Center at Philadelphia reports to the Director of that Center. The duties include testing, group guidance, individual counseling, scheduling, recruiting students, conducting tours of the Center, placement, and follow-up under the supervision of the Director

Duties and Responsibilities

1. Supervises the development of the testing programs and administers them;
2. Maintains student personnel records;
3. Helps students find jobs in their field;
4. Maintains follow-up studies on each student who completes any vocational-technical program;
5. Holds individual conferences to assist students in the solving of individual problems;
6. Conducts group guidance sessions;
7. Conducts orientation programs for all vocational students;
8. Works with high schools in the dissemination of occupational information;
9. Visits both high schools in the district informing them of the programs being offered at the center;
10. Works with instructors in helping to identify student problems;
11. Works with the administration in administering and evaluating programs;
12. Prepares initial and final reports;
13. Familiarizes himself/herself with the established policies and procedures of the institution to facilitate instruction, administration, and student's well-being
14. Other duties as assigned by the Center Director.

APPLICATION DETAILS

Application Deadline	Monday, April 19, 2021
Internal Applications	Tuesday, March 30, 2021 - Monday, April 5, 2021
External Applications	Tuesday, April 6, 2021 - Monday, April 19, 2021
Interviews Completed By	Wednesday, May 5, 2021
Successful Candidate Notified	Tuesday, May 11, 2021

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, MS 39327

jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, tmackey@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu. *E-Verify