

**Thomas Buzbee Vocational High School**  
**Job Announcement**

**Position:** VOCA Grant Counselor – Grant Funded

**Position(s) Available:** (1) One

**Opening Date:** September 5, 2017

**Closing Date:** 09/15/2017

**Salary:** \$2,375.00 Semi-monthly

**Status:** Non- Exempt

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**General Description:**

Coordinate day-to-day grant activities on the Thomas Buzbee Vocational High School campus, working closely with the VOCA Grant Director, VOCA Grant Assistant Director, and the Thomas Buzbee Vocational High School Administrative Team.

**Reports To:**

VOCA Grant Director, Assistant VOCA Grant Director, and Thomas Buzbee Vocational High School Principal.

**Supervises:**

Program Specialists

**Qualifications:**

- College degree preferred with a major in counseling, social services, or education.
- Career experience working with TDFPS students and state entities will be acceptable in lieu of degree.
- Knowledge of state TDFPS system.
- Excellent organization, communications, computer, and interpersonal skills.
- Pass criminal background.
- Must pass drug screen.

**Specific Duties:**

Must possess the ability to:

- Oversee and implement daily program expectations.
- Oversee and update the individual plans on each student weekly.
- Work with Principal to formulate student schedules.
- Work with VOCA Grant Assistant Director and VOCA Grant Director to compile all required information necessary for Quarterly Reports in a timely manner.
- Maintain open communication with the Principal daily on any issues either positive or negative needing to be addressed.
- Model behavior that is professional, ethical, and responsible; participate in professional development to improve skills related to job assignment.
- Working conditions - maintain emotional control under stress.
- Other – any and all other duties to be assigned as needed.

**Contact**

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