

Order Number:

NY1543005

Date Job Order Received:

08/28/2025

Number of Openings:

1

Company Name:

Jefferson Lewis BOCES

Job Title:

School Counselor Coordinator

Minimum Experience Required:

No experience requirement provided.

Job Description:

TITLE: School Counselor Coordinator LOCATION: Bohlen Technical Center, Watertown, New York REPORTS TO: Principal of Bohlen Technical Center TERMS: Full-time, 10 months with 20 days in the summer QUALIFICATIONS: Candidates must possess: New York State School Counselor Certification Demonstrated ability to work with and communicate with students, teachers, community partners, administrators and parents; Knowledge of federal and state rules and regulations regarding: transition planning, special education, career and technical education, workplace accommodations, and high school graduation requirements; Ability to communicate effectively, both verbally and written, in a variety of environments, promoting the advantages of a CTE program. RESPONSIBILITIES/DUTIES: The School Counselor Coordinator reports to the Principal of the Bohlen Technical Center and is responsible for the coordination and promotion of CTE enrollment, student counseling, college and career planning and student record-keeping. The coordinator will facilitate connections with parents, business/industry, component district counselors, post-secondary institutions, and community organizations to assist with workplace development in the region and help students to achieve their career goals. The coordinator will also assist with student management and social emotional supports and the management of student data. SALARY/BENEFITS: \$58,583-\$66,000 (Includes compensation for 20 summer days) Commensurate with experience in keeping with the current negotiated agreement. Health insurance which includes vision & prescription coverage, NYS Retirement membership, tax deferred annuities, employee assistance program, and generous sick and personal day policies. START DATE: As soon as possible CLOSING DATE: September 30, 2025 TO APPLY: Complete the on-line application and apply at <https://boces.recruitfront.com/Default> Upload cover letter, resume and transcripts with your on line application.

Job Location:

Watertown, New York 13601

Pay:

\$58583.00 - \$66000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Pennell, Cheri (315) 779-7000, Ext. 10081

Web-site: <https://boces.recruitfront.com/Default>