



# LOUISIANA DEPARTMENT OF EDUCATION

## **Course Choice Contractor - Provider of Counseling Services Course Choice Program Louisiana Department of Education**

The Louisiana Department of Education (LDOE) believes in the potential of all children. The Department believes that parents and educators know best how to help children succeed in school, based on their unique abilities, aspirations and available options.

Course Choice is a critical program designed to expand the quality course options available to students and their parents / caregivers. Course Choice will enable students to enroll in academic, and career and technical training courses that will help them obtain post-secondary degrees and secure high-quality, high-paying 21<sup>st</sup> Century jobs.

*The Course Choice Contractor (C3) is responsible for helping both professional school counselors and students successfully participate in the Course Choice Program. This responsibility entails: a) counselor training and implementation support; b) individual student planning and support; c) Course Choice Registration System administration; and d) Course Choice program reporting.*

Specifically, the C3 is charged with:

- training school counselors on: 1) Course Choice program guidelines; 2) utilization of the Course Choice Registration System; 3) the course offerings from various course providers; 4) how they can help match students with appropriate Course Choice course offerings; 5) providing user feedback for the Course Choice Registration System; and 6) developing reports on their students' participation in Course Choice;
- supporting participating students by considering and selecting appropriate courses that keep them progressing academically towards on time or early graduation;
- administering the Course Choice Registration System, including providing any oversight and/or feedback required by the system developer / operator; and
- reporting on a variety of issues, including but not limited to: a) an evaluation on the cooperation and effectiveness of school counselors; b) the percentage of successful registrations versus unsuccessful registrations; c) the number of students and families needing additional assistance beyond that provided by their school counselor; etc.

The contract requires an experienced counselor who can: a) understand and address the needs and challenges of students, parents, and professional school counselors; b) communicate clearly with all stakeholders; and c) learn and teach others how to use the Course Choice Registration System.

### **40% Counselor Support**

- Assists counselors in understanding the Course Choice program's purpose, features, rules and systems;
- Assists counselors in learning about the various course offerings provided through Course Choice;
- Assists counselors in learning how to use the Course Choice Registration System;
- Encourages counselors to provide feedback and suggestions for improvement for both the Course Choice; Registration System and the Course Choice program;
- Collaborates with counselors in developing important program, region and student reports.

### **25% Individual Student Planning**

- Assists students and parents in selecting courses and managing the student's Course Selection Budget;
- Advises students using personal/social, educational, career, and labor market information in planning personal, educational, and occupational goals;

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- Assists in analyzing student Course Choice offerings, reports and grades;
- Provides Course Choice Community Outreach;
- Provides the services mentioned above on an individual student basis or in small groups. However, when needed, parents, guardians or other school personnel are often included in these activities.

### **25% System Support**

- Assists with identifying and resolving system problems.
- Operational System Support by addressing the issues below:
  1. Reviewing pending notifications of attempted student registrations
  2. Confirming timely “approved” or “not approved” determinations by counselors of student-requested course offerings
  3. Confirming that students and their families have effectively managed their Course Selection Budget
  4. Downloading and reviewing / confirming Course Choice reports and grades
  5. Providing guidance on course accommodations for special needs students
- Assists Course Providers on:
  - Receiving notifications of successful student registrations
  - Confirming academically-appropriate course sequencing paths
  - Submitting Course Choice reports and grades
  - Receiving guidance on course accommodations for special needs students
  - Identifying and resolving student issues, needs and problems
  - Conveying student accommodations/special needs to course providers
- Provide accurate information to business, industry, and labor stakeholders who wish to learn more about and/or participate in the Course Choice program

### **10% Other**

- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules; coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established; and
- Perform other duties assigned by the Manager and Assistant Superintendent.

**Desirable Qualifications:** Master’s Degree in School Counseling; five years of experience as a school counselor

### **Contract Location**

Most of the work is performed at an off—site work location such as the home or in an LEA via a telecommute work schedule. Through use of the telephone, Internet and various communication tools course choice contractors will consult regularly with LDOE staff, parents, students, course providers, and school counselors.

### **Travel**

This contract will require some travel and overnight stays to Baton Rouge for training, team meetings, or occasional travel to implement the Course Choice Program within LEA’s

### **Salary**

This contract will be funded via an LDOE Professional Service Contract at an annual rate not to exceed **\$48,500.00**

### **Resumes/inquiries should be submitted to:**

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 1201 North Third St.  
 Baton Rouge, LA 70802  
**225.219.0451**

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