

William S. Hart Union High School District

Position Description

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| Position: College and Career Advisor | |
| Job Family: Student Support Services | FLSA: Non-exempt |
| Approved by: Personnel Commission, August 12, 2009 Revised: September 18, 2013, Revised: October 8, 2014 | Salary Range: 230 |

Summary

Under the direction of the Career Technical Education Administrator, coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and a college information center. Provides students, parents, and staff with resources, including books, catalogs, community contacts, and computer-aided resources. Coordinates visits and events promoting college admissions and career planning and development as well as post secondary options.

Distinguishing Career Features

The College and Career Advisor, coordinates and facilitates programs for career planning and post secondary education and training. Advancement to this position requires demonstrated knowledge of school-to-career transitions, higher education application processes, scholarships, and technical/professional occupations.

Essential Duties and Responsibilities

- Plans, organizes and implements districtwide college and career events and activities.
- Organizes and maintains a career planning and college information center locale that provides information and resources to staff, students, and parents.
- Maintains and continually updates an information center library with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest.
- Collaborates with district and school staff to develop and implement career planning objectives.
- Facilitates individual and small group meetings with students about post-secondary options for careers, training, and higher education.
- Facilitates specially-focused programs such as those for technical and professional careers and school-to-career.
- Coordinates and facilitates Career Interest Inventory testing.
- Initiates relationships between students and community partners.
- Provides information about scholarships and assists students and families in completing application forms. Develops and maintains up-to-date lists of financial aid and other resources available to students.

- Prepares career and college flyers and newsletters to distribute to students, teachers and parents. Prepares and delivers informational presentations to classrooms, student groups, and parent organizations.
- Regularly attends and participates as a member on various committees.
- Schedules speakers, college representatives, and recruiters. Maintains a calendar of scheduled events, speakers and career fairs.
- Updates and maintains website content for career, college, and related interests.
- Prepares a variety of documents including bulletins, reports, forms and lists. Prepares and types letters, memos and correspondence from written notes or oral instructions.
- Provides information on, and may coordinate exams and computerized testing.
- Communicates in groups and individual student/parent meetings on academic compliance issues, college admissions, and post secondary planning.
- Disseminate information about jobs and mentoring programs.
- May provide assistance to Regional Occupational Program services.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Occupational resources, trends, and opportunities, college programs, entrance requirements and application procedures.
- College admissions and career development resources, local and national scholarships and community partners.
- Post-secondary careers and training.
- District registration policies and procedures, graduation and higher education course requirements.
- Skill at using personal computer-aided applications for office productivity, research, and preparation of communications materials.
- Requires well-developed knowledge of and skill at using English grammar for professional correspondence and reports.
- Human relations skills to make in-service presentations to student and parent audiences and to facilitate discussions with students and parents.

Abilities

- Requires the ability to perform all of the duties of the position.
- Provide college and career-related information and assistance to students and the school community.
- Conduct research, identify, and obtain college career information such as education and training requirements, industries and locales where employment occurs, wage rates, and professional associations.
- Develop promotional materials and write in a professional manner.
- Respond to a diverse set of cultures, ethnic and socio-economic groups, and their

interests.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various school campus locations.
- Near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and operate other standardized office equipment, requiring repetitive motions.

Education and Experience

The position requires an Associates Degree or equivalent, supplemented by training in guidance or counseling, and research, plus 4 years of experience working with scholarship programs, college, and community-based occupation resources, preferably in a high school setting. A career development certificate from an accredited post-secondary institution may substitute for one year of experience. A Bachelor's degree in a related field may substitute for two years of experience.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.