

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/18	COLLEGE AND CAREER COACH	2.12.34
Effective Date	Job Title	Index

PURPOSE

Coordinating schools' efforts in supporting students, along with staff and families, in effort to assist students in being knowledgeable about post-secondary options and meeting the requirements to achieve their goals.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to and receives evaluation from the building principal or designee in coordination with the District AVID Coordinator. Work is monitored throughout the year.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Provides support to students, staff, and families through college and career resources, events, and best practices on a regular basis.

Oversees the day-to-day operations and events within the school's college and career center, ensuring a welcoming and professional environment with appropriate resources available for all students, promoting a future-planning culture schoolwide.

Serves as the ASPIRE Coordinator and works in partnership with school college & career staff (e.g. AVID Coordinator, Counselors, and Career Technical Education staff) to coordinate services.

Provides resources and support for students with regards to financial opportunities and career opportunities & planning.

Collaborates with school staff to design and deliver professional learning around college and career readiness for staff and families.

Acts as liaison to middle schools providing age-appropriate resources and information.

Develops and implements a system for supporting students and families in planning for pre-collegiate testing.

Promotes and coordinates school participation in key college & career readiness (CCR) events, as well as partnering with staff to plan school-based CCR events.

Promotes student enrollment in CTE, college-level, and AP/IB courses to ensure preparation in meeting post-secondary goals.

Tracks post-secondary data for seniors, including but not limited to scholarships, post-secondary pathways, college applications and acceptances.

Attends and participates in regular meetings with the College & Career Coaches, as well as AVID Coordinators & AVID 12 teachers, as needed.

Provides guidance and support for ASPIRE mentors.

Coordinates and plans CCR events in conjunction with community partners that promote professional and post-secondary skills.

Works with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.

Serves as a resource to families and community members regarding community agencies, events and activities.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Educational programs and community resources
- Skill in computer operations: proficient use of programs involving word processing, internet and email required
- Effective communication skills requiring frequent contact with the public

Ability to:

- Communicate clearly and concisely, both orally and in writing
- Locate and provide information and materials around CCR
- Work both independently and as part of teams
- Seek out and develop partnerships with community agencies and colleges
- Organize, maintain, and operate a college and career center
- Be a learner and self-directed
- Proficient organizational skills required
- Attention to detail and follow through
- Ability to work cooperatively and collaboratively with staff, students and community agencies
- Work in a positive manner with people who are in an adversarial situation
- Communicate effectively with persons of varied educational and cultural backgrounds
- Keep confidential records and communication

Experience, Education, and Training:

- Applicant must have some college experience, Bachelor's degree preferred
- Some workforce experience outside of college
- Prior knowledge of college admission/application requirements, financial aid and scholarship programs desired/preferred

WORK ENVIRONMENT

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

PHYSICAL REQUIREMENTS

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects.

Strength: Sedentary/Light – Exert force to 15 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.