



Sequoia Union High School District

Job Description

JOB TITLE:	College Information Specialist
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	15.0
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision of the Head Guidance Advisor the specialist will promote awareness of all aspects of college planning, i.e. grades, trends, financial opportunities, testing, transcripts and academic requirements. The College Information Specialist will function as part of the Guidance Team.

DISTINGUISHING CHARACTERISTICS

The College Information Specialist will provide a variety of responsible paraprofessional guidance services to high school students related to college entrance procedures and will assist in activities related to the Guidance function.

The Specialist will provide technical information and assistance to Guidance Advisors, faculty, students, and parents and will perform a variety of specialized functions in promoting college as a choice to students and parents.

This is an advanced journey level class. Incumbents will work in a school setting and may assist with general guidance office work or perform a more narrow range of specialized duties

EXAMPLES OF DUTIES

Dissemination of College/Post Secondary Information

- Disseminates college and post secondary information including grade-level presentations on a variety of topics related to making the option of college attendance available to all students
- Works closely with parents and school community to provide information on post secondary options
- Conducts student and parent workshops on completion of College applications, College essays, and financial aid forms
- Coordinates scholarship and financial aid information
- Coordinates College recruitment efforts and outreach services
- Maintains a College/Career Center website for parents access
- Communicates with student support programs, i.e. RSP, MESA, AVID, ELL, COMPASS, etc.
- Attends UC, CSU, Private and Community College conferences, and college faires, as well as financial aid conferences to receive recent updates to requirements, applications and forms.
- Interprets PSAT, SAT, and other College testing scores to students and parents.
- Provides individual advising regarding appropriate colleges for a student's chosen major/career.
- Coordinates the administration of Senior Survey of 12th graders' post secondary plans and compiles College acceptance statistics
- Encourages underrepresented students to enroll and be successful in advanced courses.
- Performs other duties as assigned

QUALIFICATIONS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written,

typed and computer-generated information and data, as well as computer terminal displays.

- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

- May require possession of a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area
- May require willingness and ability to work evening hours as required
- May require the ability to speak, read and write in a language other than English.