

# Sequoia Union High School District

## Job Description

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| <b>Job Title:</b>                  | <b>College and Career Advisor</b>   |
| <b>Administrative relationship</b> | Under the supervision and leadership of the school principal and/or designee  |
| <b>Classification:</b>             | Certificated  |
| <b>Requirements</b>                | B.A./B.S. and valid California teaching credential or Pupil Personnel Services credential. Master's degree preferred. |
| <b>Salary Schedule:</b>            | Certificated Salary Schedule  |
| <b>Work - Year / Hours:</b>        | 195 days  |
| <b>Location:</b>                   | Various   |
| <b>Board Approval</b>              | June 8, 2022  |

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| <b>BASIC FUNCTION</b>  |
| Organize, implement, and monitor resources and services of College and Career Center; coordinate activities and functions with appropriate staff, administrators, and outside parties including higher education representatives and community organizations. Act as a resource for students exploring post-secondary education and career options. Provide information, guidance, and support to students and school community in the application process for higher education, financial aid, scholarships, and decision-making. |

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| <b>DISTINGUISHING CHARACTERISTICS</b>   |
| Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations. |

## **ESSENTIAL FUNCTIONS**

- Provides information, guidance, and support to students in the application process for higher education, financial aid, scholarships and post-secondary, and career decision-making.
- Conducts student-initiated meetings to discuss postsecondary and career plans.
- Stays up-to-date on admission, career, and financial aid policies, practices, and trends.
- Participates in professional development opportunities around college admissions, career, and financial aid such as conferences, workshops, and college tours.
- Serves as a liaison with admissions representatives and outside groups (CBOs, military, etc.)
- Maintains professional relationships with admissions representatives.
- Arranges visits from college representatives.
- Offers classroom presentations at various grade levels and for special programs.
- Hosts presentations and workshops, or provides guest speakers on admissions, career, or financial aid topics as needed (e.g. parent/family information nights, college and career workshops/fairs).
- Serves as Scholarship/Awards Committee Chairperson.
- Coordinates scholarship and award programs as needed.
- Maintains an active list of local, state, and national scholarships.
- Utilizes and maintains Naviance or other college/career planning online platform.
- Serves as a resource to faculty and works collaboratively with them as needed.
- Coordinates and maintains resources of College and Career Center (library, computers, etc.)
- Helps to maintain records of college matriculation information.
- Maintains College and Career Center website.
- Performs other related duties as required by site.

## **KNOWLEDGE OF:**

- Ethical guidelines applicable to the position.
- Federal, state, and local laws, rules, and regulations pertinent to the position.
- Current literature, trends, and development in the field of college and career education.
- Testing and interpretation of student and school educational data.
- College Board and/or school educational programs (e.g. Advanced Placement, International Baccalaureate).
- College application management systems (e.g. Common App, CalState Apply, etc.).
- College and career planning tools.
- College and career assessment programs (e.g. ASVAB, PSAT, SAT, etc.).
- Socio-economic and cultural backgrounds of SUHSD students.

## **ABILITY TO:**

- Serve as a liaison with outside agencies and colleges to cultivate partnerships focused on college and career opportunities for students.
- Support school staff to implement family engagement in college and career initiatives, meetings, and workshops.
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology
- Implement research, collect and analyze data, and report preparation
- Suggest appropriate and effective interventions for pupils from a diverse population

- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Work independently
- Make decisions in the best interest of students
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Facilitate conversations about work as it relates to district goals
- To drive a personal vehicle for traveling to various locations within or outside the District

*Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:*

- Work at a desk and in meetings of various configurations.
- Read a variety of materials and computer screens, and prepare/process documents
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Understand speech at normal levels.
- Bend, twist, stoop, and reach.
- Push, pull, and transport instructional and presentation materials.
- Drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.

### **WORKING CONDITIONS**

#### ENVIRONMENT:

Office environment.

School environment