

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: College and Career Specialist

BASIC FUNCTION:

Under general supervision of an assigned site administrator, to assist students with post high school options; coordinate overall operations of the College and Career Center and its programs; provide college and career-planning resources; perform related work as required.

ESSENTIAL DUTIES:

- Create an inviting atmosphere in the College and Career Center; welcome and direct students, staff and visitors; maintain career center resources.
- Orient students, individually or in groups, to the College and Career Center and its activities; conduct tours of the Center.
- Provide career and college entrance information and assistance to students, teachers, parents, and counselors.
- Schedule college visits, including community colleges, military branches, and technical schools.
- Support counseling staff by assisting seniors in filling out college applications and financial aid applications.
- Provide information and support materials for students related to college and career planning and assessments.
- Provide information to students and enroll students in career-technical courses (i.e. CTE, ROP).
- Serve as liaison to agencies such as Regional Occupation Center (ROP) and maintain related records as required.
- Provide support to students struggling in career-technical education courses.
- Promote career-technical courses using a variety of methods, including electronic notices, posters, flyers, PTA, information sessions, classroom presentations, attending back to school night, etc.
- Assist at high school registration, maintain current records of students enrolled in career-technical courses, update course titles and codes for guidance.
- Maintain current collection of college and technical school resources.
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.
- Maintain records of College and Career Center activities and programs; maintain inventory records of materials and equipment and assist in determining purchasing priorities.
- Assist counseling department with scheduling and hosting visits from college admission representatives, college parent nights, classroom presentations, registration, junior college matriculation testing, and other counseling department activities.
- Coordinate annual College-Round Up.
- Provide services to career-technical education instructors; monitor attendance reports; encourage students to attend regularly; maintain attendance records; record students' grades and credits for high school related to career-technical education courses; initiate progress reports; facilitate problem solving between student and career-technical education instructors.
- Provide materials, attendance sheets, and information to substitute career-technical teachers.
- Process all work permits.
- Maintain positive and ongoing community relations particularly in support of job shadowing activities, youth in business days, internships, community mentorship projects, and classroom speakers programs.
- Maintain an atmosphere of support, helpfulness, and acceptance in the career center that communicates that the program and center are customer-centered.

OTHER REPRESENTATIVE DUTIES:

- Attend college information sessions, breakfasts, conferences, and fly-ins to maintain updated information on colleges.
- Attend and participate in counseling meetings regularly.
- Assist with senior interviews and scholarship meeting.
- May supervise students as required.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- College entrance requirements and procedures, changing trends in college admissions, characteristics and cultures of individual campuses, and financial aid information.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment, record-keeping techniques and effective use of computer applications.
- Student behavior and characteristics.

Ability to:

- Create a positive and warm atmosphere of concern and helpfulness in the College and Career Center.
- Organize, maintain and operate a high school College and Career Center.
- Provide specialized assistance and information concerning college planning and college entrance to students, parents, faculty and others.
- Maintain an effective and supportive relationship with on-site high school counseling staff in providing college/career services to students.
- Develop and provide information and materials related to college opportunities for high school students.
- Work independently and analyze situations accurately adopting an effective course of action.
- Interview students effectively in order to determine their interests and priorities with respect to the college selection process.
- Work confidentially with discretion.
- Deal effectively with a wide variety of personalities and situations requiring tact and judgment.

MINIMUM QUALIFICATIONS:

Experience:

Five years of recent experience working with the public, preferably in an educational setting. Two years of prior career-technical guidance experience desired.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by two years of college coursework related to college and career planning or a related field.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy

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- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment and school environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.
- Ability to sit for long periods of time, bend, crouch, or kneel to access information from ground level to desk height and/or to assist students; push and/or pull and lift instructional equipment and supplies; reach in all directions and work at a computer and/or telephone for prolonged periods of time.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.