



## Job Description

### Director of College and Career Readiness

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 260 Days

**Experience Required:** Minimum of five (5) years of experience working in the field of primary/secondary education, college awareness /college access, and/or a related field.

**Minimum Education Requirements:** Master's degree in related field.

**Department:** Central Office Administration.

**Direct Supervisor:** Superintendent.

**Certification:** Administration certificate.

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**Job Summary:** Provides program leadership for school counselors and college readiness programs and assists school district by providing activities that support pK-12 students' preparation for high school, college, and or gainful employment.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Develop and implement a comprehensive school counseling and college readiness program that utilizes peer-reviewed and research-based strategies and activities to increase pK-12 college awareness and preparation for postsecondary success.
- Establish strong partnerships with local colleges and universities to increase opportunities for early college models in the district and to increase dual enrollment opportunities.
- Design and coordinate experiences for middle and high school students that lead to a deeper understanding of the high school choice process, college fit, financial literacy, and career planning.
- Focus on and develop programs that increase opportunities for students to enter postsecondary opportunities, including college, career, and the military.
- Oversee administration of the Perkins federal grant for career and technical education in Minnesota.
- Oversee internships and create opportunities and partnerships for students.
- Oversee PREP KC and create college and career opportunities through hands on learning in real world setting.
- Provide oversight, mentoring, and professional development opportunities for school counselors.
- Effectively use web-based reporting tools to monitor key college access data points including the number of students applying to 2- and 4-year colleges; FAFSA completion; college acceptances, and college persistence and completion.
- Oversee Project Lead the Way (PLTW) Professional development for staff.
- Oversee Naviance for comprehensive college and career readiness.
- Oversee career planning For Missouri Options program (MO).
- Ensure the implementation of state guidelines and goals, as well as national standards, for school counseling.
- Perform other duties as assigned.



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#### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Current research, trends, and evaluation tools in school counseling and college access and readiness.
- Early college and dual credit models.
- Best practices and current models for serving special populations.
- Student records best practices and procedures.
- Data analysis and instructional needs of students, and experience applying this analysis to strategic planning and project implementation.

#### Skills

- Strong written and oral communications and relational skills.
- Proficiency with technology tools for productivity and data supporting academic and related student, school, and district-level data.
- Designing and providing professional development, particularly for school counselors.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### Abilities

- Lead, attend, and participate in evening and weekend activities.
- Travel to and from multiple school sites and other work locations.
- Attend and participate in local, regional and national conferences.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date