

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.

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.

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.



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.

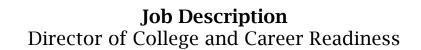
Skills

- 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.



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:

Employee Signature

Supervisor Signature

Human Resources

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Date

Date

Date