

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: COLLEGE & CAREER PROGRAM DIRECTOR

BASIC FUNCTION:

Under the direction of the _____ plan, organize, control and direct the operations and activities of the College & Career Center; train, supervise and evaluate the performance of assigned personnel; oversee career and college planning, scholarships, exams, financial aid and vocational work activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist students with college and career research including utilizing internet web sites; review college requirements and application procedures suited to student's interests within various educational systems including UC, CSU, private, junior colleges and trade schools; provide transcripts to students to review and determine if minimum requirements are met; make recommendations to students regarding available career assessment tools to determine potential careers.

Assist students with registration to college entrance exams; provide information with calendar of exams and fee waivers; assist with uploading required pictures and printing admission ticket; promote available study tools for exams; assist students with contacting exam companies as needed.

Organize and submit facility requests for college visits, college application workshops and college placement exams; maintain calendar of events; recruit college representatives; announce and promote visits and prepare school bulletins, sign-up sheets and flyers as appropriate; coordinate appropriate facility and equipment needed for presentations; notify students of presentations, take roll and clear student's attendance according to established procedures.

Maintain, research and update library of career and college information and materials such as brochures, catalogs, reference books, forms, applications and other resource materials.

Orient students on programs available at colleges or universities including educational opportunity programs, honors, migrant programs, and others as appropriate; assist college representatives with recruitment into related programs.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other materials from English to a designated second language from clear copy, rough draft and oral dictation; proofread and assure accuracy of translated materials.

Serve as an interpreter for personnel, parents and students.

Assist the counseling staff with the scholarship program; type, publish, copy and distribute monthly scholarship bulletin to seniors; maintain scholarship information sheets and applications.

Plan and organize workshops to assist students and parents including the Free Application for Federal Student Aid (FAFSA) application; conduct workshops in English and a designated second

language; advertise workshops through informational materials, school marquee and social media as appropriate; assist students and parents with the student aid report.

Promote college preview days, summer bridge programs, conferences, employment programs and other opportunities available to students.

Perform general clerical support duties including filing, photocopying, typing, collating, assembling and distributing a variety of materials; establish and maintain filing systems.

Initiate and answer telephone calls; screen and route calls; send and receive emails; respond to inquiries and provide information.

Operate standard office equipment including a computer and assigned software; operate folding machine.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

College admissions standards, requirements, processes, policies and procedures.

Sources of educational and career resources and informational materials including utilization of the internet.

Basic vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.

College and career center operations, activities, services, policies and objectives.

Financial aid application, forms and procedures.

High school course work required for college admission.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

ABILITY TO:

Provide assistance to students concerning college and career opportunities, planning, goals and options.

Assist students with researching, selecting and enrolling in college and other post-secondary educational programs.

Assist students with utilizing career and college resources and materials.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.

Explain technical information to students and parents.

Compile, assemble and disseminate information concerning financial aid and available scholarships.

Meet schedules and time lines.

Maintain records and files.

Work independently with little direction.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in counseling, career education, social services, or related field and two years experience in a school, employment, counseling or educational guidance environment.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Under the direction of , plan, organize, control and direct; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct....

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the _____ regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the __ Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of....

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in _____ or related field and five years increasingly responsible experience in the administration of

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017