



## Career Advisor

### Purpose Statement

The Career Advisor supports students, parents, and school staff by incorporating career development information and skills. The advisor receives in-depth training in career development, totaling up to 120+ instructional hours provided by a nationally trained and qualified instructor.

### Supervisory Relationship

Reports to: Career and Technology Education Coordinator

### Essential Functions

- **Coordinate with Stakeholders:** Collaborate with teachers, college personnel, resource specialists, and community organizations to provide information and make recommendations.
- **Counsel Students and Families:** Offer guidance to students, parents, and guardians to enhance student success in school and beyond.
- **Develop Programs:** Organize special programs such as career nights and financial aid workshops to assist students in transitioning from high school to careers or further education.
- **Monitor Progress:** Track students' progress to identify issues and take appropriate actions to increase student success.
- **Prepare Applications:** Assist students in completing applications for scholarships, college, and financial aid to meet deadlines.
- **Document Activities:** Prepare reports, student activities, correspondence, and audits to document activities, provide written references, and convey information.
- **Present Information:** Communicate budget overviews, accounting processes, and distribution formulas to ensure adherence to internal controls and gain feedback.
- **Research Eligibility Requirements:** Provide up-to-date and accurate information on financial aid and college eligibility to students.
- **Schedule Classes:** Arrange student classes to secure appropriate placement and meet graduation and college eligibility requirements.
- **Supervise Programs:** Oversee programs such as scholarships, peer counseling, special education, and ESL to monitor performance and achieve curriculum objectives.
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Apply assessment instruments.
- Prepare and maintain accurate records.
- Plan and manage projects.
- Use pertinent software applications.

#### Knowledge

- Algebra and geometry.
- Stages of child development.
- Writing and interpreting technical materials.

**Abilities**

- Schedule activities and meetings.
- Work flexibly with diverse individuals and groups.
- Analyze data using complex processes.
- Communicate effectively and maintain confidentiality.
- Meet deadlines and handle frequent interruptions.

**Responsibility**

Work under limited supervision using standardized practices. Lead, guide, and coordinate others. Utilize resources from other work units as needed. Impact the organization's services continuously.

**Work Environment**

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally 30% sitting, 20% walking, and 35% standing. Minimal temperature variations.

**Experience**

Job-related experience within a specialized field is required.

**Education**

Bachelor's degree in a job-related area.

**Certificates and Licenses**

Designated Subject Matter Endorsement

**Continuing Education/Training**

Maintain certifications and licenses as required.

**Clearances**

Criminal Background Clearance

**FLSA Status**

Not Rated

**Salary Grade**

Teacher Salary Schedule

*Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.*