

Job Description

Job Title:	Future Center Navigator
Grade Level/Terms of Employment:	Grade 117 (216 days) (11 months)
FLSA Status:	Non-Exempt
Work Location:	School Based
Immediate Supervisor:	Specialist, Secondary Pathways

General Description:

The Future Center Navigator serves as a direct service provider and catalyst for collaboration, working with school administration, school counselors, and teachers to deliver an integrated set of college, career, and financial aid services to students and families. The role of the Future Center Navigator is a dynamic one, requiring direct service to students and families while also supporting and complementing the work of school counselors. Future Center Navigators are expected to seek out and share best practices and evaluate their effectiveness and efficiency in serving RPS school communities. Future Center Navigators assist in providing direct service to specialty high schools on a rotating basis while being based at specific comprehensive high schools.

Essential Duties and Responsibilities:

- Manages the daily operation of designated Future Center
- Develops and maintains positive working relationships with principals, school counselors, teachers, admissions representatives, pre-collegiate partners, and other service providers
- Delivers college and career access services and programs to all students (grades 9-12)
- Supports the annual update of student Academic and Career Plans
- Performs outreach to feeder middle and elementary schools, including college/career awareness sessions for students, families, and school staff
- Liaises with Early College Academy (ECA) coaches to support student academic advancement and maintain school to home communication
- Assists 12th grade students with the development of a comprehensive post-secondary plan and manages enrollment, enlistment, or employment decisions for 12th graders
- Manages the college search/college fit and match and application process for seniors and their families

- Conducts one-on-one, small group, and classroom advising sessions about college and career opportunities
- Assists students with completion and submission of college, financial aid, and scholarship applications
- Plans and/or coordinates entrance exam preparation courses (SAT, ACT, ASVAB, COMPASS, VPT), personal statement and resume writing workshops, financial aid and scholarship workshops, and college visits, all of which may occasionally occur after school hours
- Manages career planning for students choosing to enter the workforce following high school
- Plans and/or coordinates on-site or virtual college and career information sessions with local colleges, universities, the military, vocational and trade schools, and serves as a liaison with their representatives throughout the year
- Collaborates with other college and career access programs to coordinate services
- Plans, coordinates, and chaperones in-person and/or virtual college and industry tours for students
- Manages Future Center and RPS data tracking tools and uploads accurate data to include college application data, job placement and post high school outcomes tracking
- Drafts and presents reports on student post-secondary choices and outcomes over time
- Participates in and promotes various community events that align with Future Center's mission
- Assists Specialist with organizing prospective donor visits to Future Centers, as requested
- Assists with external communications, including press releases and media inquiries, as requested
- Assists with recruiting, training, and coordinating volunteers
- Manages social media platforms for individual centers
- Supervises Future Center volunteer(s) and interns

Qualifications:

- Bachelor's degree; Master's preferred
- Three years of experience in college access and/or career training, higher education, financial aid or a related field
- Knowledge of college application process, student financial aid, and career readiness
- Experience in providing ongoing academic and career guidance to students
- Bilingual skills to include Spanish preferred

- Ability to exercise tact, good judgment and demonstrate initiative in the completion of assignments
- Demonstrated success in establishing and maintaining effective working relationships with diverse groups including students, parents, school staff, and community partners, particularly in urban settings, and be adaptable to changing priorities
- Strong oral and written communication skills; ability to communicate with sensitivity to students, parents, and community members
- Ability to handle multiple tasks in a fast paced environment while remaining organized
- Ability to work independently, as well as to cooperate as a team player
- Effectively use a variety of technology tools including social media platforms, various software and internet tools
- Passion for the mission of RVA Future Centers and determination to make the initiative successful