

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

COLLEGE AND CAREER READINESS LIAISON

POSITION: College and Career Readiness Liaison

REPORTS TO: Site Administrator

LOCATION: Various High School Locations

NATURE OF WORK:

The College and Career Readiness Liaison is an integral part of the College and Career Readiness initiatives of St. Mary's County Public Schools. College and Career Readiness Liaisons are assigned to our high schools and work directly with transitioning students as well as those failing to make adequate yearly progress toward graduation. Their principal role is to ensure all students graduate prepared for the rigors of college and/or careers. College and Career Readiness Liaisons are charged with the implementation of board policy and procedures as they apply to academic intervention and recovery. The employee is expected to participate at the school and district level in policy decisions by making appropriate recommendations for improvements and/or additions that enhance the efficiency and effectiveness of the district's instructional program to support the mission of the school system.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to interact with college and universities and their representatives to provide information and opportunities for students and parents/guardians to interact
- Knowledge of career and occupational resources, trends, and opportunities and research methods
- Knowledge of college admission requirements, procedures and FAFSA completion
- Proficient use of technology, PowerPoint, Google Docs, Email, and online websites

DUTIES AND RESPONSIBILITIES:

- Manages the Career Center to assist students in college and career research
- Provides written information on SAT/ACT/ASVAB and the college application process
- Organizes, advertises, and delivers annual seminars to parents and students on "How to Get Your Child to College" and "Completing the FAFSA"
- Delivers information on the college application process, financial aid, the SAT/ACT/ASVAB, and the College Access Program

- Maintains the Career Center space, materials, and schedule
- Provides information and opportunities for students with regard to placement tests and college application materials, including financial aid applications and opportunities
- Schedules financial aid presentations and testing
- Schedules events for students, parents/guardians, college and university representatives, as well as military and career representatives
- Promotes and participates in activities such as but not limited to the Southern Maryland College Fair
- Obtains, organizes and displays resource materials such as college brochures, applications, SAT/ACT preparation materials, military recruiting materials, college guide magazines, scholarship applications, and additional college and career resource displays
- Plans, organizes, and implements career events and publications; prepares letters, flyers, emails, and other material to publicize Career Center services on the school website
- Coordinates the visitations by college, military, and trade representatives
- Makes phone contact with college admission representatives to ask questions, check the status, and discuss student applicants
- Keeps track of admission decisions and statistical data for end of year reports, including post-graduate student plans, career center use, scholarships awarded, and parent contacts
- Acts as the Career Advisor Manager with the online program, Career Cruising;
- Assists teachers and counselors in implementing and managing the use of Career Cruising
- Exports data collected from student portfolios, generate summary reports, customize portfolio and assessment options, and implement portfolio completion standards required for graduation
- Assists parents and students in understanding financial aid packages from colleges
- Maintains current scholarship listings, provides information concerning specialized scholarships, and assists in the completion of application forms and scholarship nominations
- Assists students in researching and applying for financial scholarships and college applications
- Assists students and parents with completing the FAFSA, requesting PIN (personal identification numbers), and completing additional required financial aid forms requested by colleges
- Schedules ACT, SAT, and ASVAB testing
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree or three (3) years of experience

Preferred:

- Experience working with high school age students

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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