Position: College and Career Coordination Specialist	FSLA: Non-exempt
Department: School Leadership and Support (SLS)	Salary Grade: 19
Reports to: Director of SLS or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The College and Career Coordination Specialist is responsible for implementing strategies that prepare NUSD students for post-secondary opportunities. Among the responsibilities is to provide direct service to every high school student using a set of curricular and enrichment strategies delivered through the domains of awareness, readiness, access and success to promote long-term preparation for post-secondary transition. Each domain is designed to promote preparation for postsecondary transition and ensure the schools meet their short and long-term outcome measures.

The College and Career Coordination Specialist has the overall responsibility of coordinating the college and career preparation strategies and activities within his or her designated site(s) and in collaboration across NUSD. Chief among the responsibilities is to provide direct services to high schools to advance a college-going culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Promote a College going culture with postsecondary aspirations for all NUSD students
- Develop partnerships with Universities and career institutions to build pathways to postsecondary options
- Lead/support HS special program recruitment process
- Coordinate information and services with the other College and Career Coordination Specialists in NUSD and at benchmark high schools and colleges/universities
- Participate in ongoing integrated support strategies using the American School Counselors (ASCA) implementation plan
- Participate in scheduled planning sessions to develop key tools and strategies that promote college and career work
- Collaborate with post-secondary education officials to build partnerships that support matriculation of students to public and private universities and post-secondary institutions; assist students with the post secondary application process; maintain a database of application access and acceptance results; performs follow-up research on former NUSD students attending post-secondary schools. Provide students with institutional information about college application policies and procedures
- Develop, organize and implement workshops that focus on ACT/SAT or similar test preparation; maintain a database of access. Assists students to qualify and apply to college through SAT and ACT preparation, and assisting with college applications and financial aid applications, assist with proctoring of assessments
- In partnership with School Counselors, conduct ongoing college access workshops for all grade levels that advise students and parents about college and career opportunities (Example: NCAA)
- Coordinate job shadow, career speaker and career service events that promote college and career preparation
- Collaboratively organize college and career fairs

- Organize and conduct college tours for 9-12 grade levels; assist with the planning of cultural events and activities; prepare program information
- Conducts structured field trips for NUSD students to transfer institutions as identified by SLS and the site principal
- Conduct workshops that inform and prepare students and parents in grades 9-12 for the Free Application for Federal Student Aid (FAFSA); assist students with the financial aid application process and scholarship applications; maintain a database of support. Assist with the administration of a Financial Literacy Program. Provide students with institutional information about financial aid
- Support the recruitment of students for Career and Technical Education (CTE), CTE internships and support employment opportunities. Coordinate with CTE teachers and counselors to ensure that students complete soft-skills requirements necessary to meeting work ready criteria
- Assist students with completion of sample job applications; review applications to ensure proper completion; discuss interviewing techniques, proper attire, and phone manners; conduct mock interviews, evaluate results and advise students of needed improvements to assist students to demonstrate the character and competencies for workplace success, monitor and issue work permits
- Steer students toward workshops that focus on writing, time management, skill-building and study skills
- Maintain confidential records and provide counselor and student information on each assigned student for required database
- Provide progress reports, data reports, and provide information for other college and federal reports, as needed
- Continue professional development and remain current in the field through coursework, conferences, workshops, and other appropriate means.
- Establish productive relationships to ensure common understanding of College Admissions and NUSD postsecondary objectives and drive efforts to achieve shared goals at assigned site and across NUSD. Meet regularly with school administration, postsecondary leaders, and Education Center to mark progress towards goals and develop strategies to improve outcomes
- Serve as a lead postsecondary advisor to principal and District leaders
- Collect and analyze data as needed to guide program direction and emphasis
- Ensure NUSD college and career goals and objectives are known and understood by key stakeholders (e.g., students, parents, counselors, college partners, certificated staff, classified staff)
- Promote the importance of having a College and Career Coordination Specialist in the school building.
- Support district-wide college access initiatives that promote NUSD and school-level success
- Support counselors and coaches in developing and implementing strategies to identify and support student needs; Provide targeted coaching and development around key areas of need
- Build outside partnerships and identify resources that can assist in the attainment of quality college and career opportunities
- Link resources to schools based on needs assessment
- Direct Support of College Access/Persistence Activities with Students and Parents (Parent University); Directly support school-level college preparation activities as needed
- Guide school-level staff to meet with students – individually and in groups – to talk about college and career options
- Plan and implement district-wide postsecondary events
- Maintain information on institutions that offer “strategic” scholarships
- Ensure schools are tracking key metrics
- Support efforts to ensure smooth senior transition into college and college persistence beyond the first year (e.g., summer workshops, freshman year of college data tracking and touch points, etc.)
- Provide direct school support to complete the Senior Survey

- Lead parent engagement efforts around postsecondary access and persistence
- Train coaches, students and other school staff (including administrators, teachers, and counselors) on district programs and systems
- Work with counseling teams to maintain strong counselor, coordination specialist and post-secondary team integration in the schools
- Work with counseling teams to develop counseling Implementation plans aligned to school and District goals
- Performs other duties as assigned that support the overall objective and mission of the position

Associated Key Performance Indicators (KPIs):
The following metrics are a sample of the type of metrics that may be associated with the data monitoring associated with this position. These metrics are meant to illustrate a sample only and are subject to changes or additions as determined by the SLS department or site principal.

1. % of seniors that complete 3+ college applications
2. % of seniors that apply to 1+ match institution
3. % of students with college acceptances
4. % FAFSA completion rate
5. % of students who apply to at least 1 affordable option (individual student calculation)
6. % students completing 1+ scholarship application
7. % of students receiving scholarships for college
8. Amount of overall scholarship dollars awarded to students
9. % of students in grades 9-12 completing individualized learning plans through MYAP/IC
10. % of Seniors completing concrete postsecondary plan
11. % of students enrolled in college, enlisted in military or employed 6 months after high school graduation
12. % of graduates persisting and succeeding in college or employment beyond the 1st year of participation
13. % of monthly Specialist objectives completed in the Postsecondary Advising Planner
14. % of Seniors that complete the Senior Survey

QUALIFICATIONS
Knowledge of:
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Demonstrated knowledge of outreach, recruitment, and intervention services and strategies that address the needs of college students from low-income and first-generation to college backgrounds
- Confidence and proficiency with computers and technology
- Candidates possess the knowledge, principles and practices of academic and career development; must maintain the ability to establish effective working relationship with students, parents and school personnel as well as representatives from universities, businesses, government and community-based organization
- Principles and practices of academic and college/career development
- Planning and budgeting capabilities

Ability to:
- Manage multiple projects simultaneously
- Assist several students with a variety of service needs simultaneously
- Work with teenagers
- Function successfully in a professional college and career preparation work environment

- Provide higher education outreach and recruitment programs for low income, first-generation college, disabled, and/or ethnic minority students
- Conduct classroom presentations, workshops and other public speaking events
- Conduct assessment, orientation, advisement, placement, follow-up, and research
- Develop and maintain partnership
- Maintain good relationships; must be a team player
- Work cooperatively with community organizations/groups, campus community, and colleagues on matters to promote College and Career services
- Meet the needs of students with diverse backgrounds and a wide range of skills and goals
- Possess an unyielding commitment to continuous improvement and an unwavering belief that all students can achieve at high levels
- Establish effective working relationships with students and parents; school, network and central office staff; and representatives from universities, businesses, government and community-based organizations
- Lead large-scale programs and/or projects
- Demonstrate a sense of urgency in accomplishing goals and objectives to ensure success
- Work occasional evenings and weekends
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Learn District organization, operations, policies, objectives and goals and ensure activities align with the aforementioned

PHYSICAL ABILITIES

This position requires:

- Normal physical strength and endurance for standing, sitting, bending, or walking.
- Walking and standing for extended periods of time
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone
- Sufficient hearing to conduct conversations in person and over the telephone
- Visual acuity and depth perception to read a variety of materials and inspect work in progress
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment

EDUCATION AND EXPERIENCE

- Bachelor's Degree in a related field or equivalent
- 3-4 years of youth development and programming experiences preferred
- 2+ years of postsecondary (college and career) related work experience preferred

LICENSES AND CERTIFICATES

Possession of a valid California Drivers' License and proof of insurance are required

Board Approved: February 10, 2016
Range Updated: July 1, 2025 per CBA