



Franklin Pierce Schools

Job Description

POSITION TITLE: College and Career Specialist – High School

JOB SUMMARY: The College and Career Specialist is responsible for assisting with the advisory program in the high schools; organizing high school and beyond plan materials for students; coordinating community and parent involvement; assisting and providing students with college and career information; responding to inquiries from students, parents, district staff, and the public.

ESSENTIAL JOB FUNCTIONS:

- Assists with the high school and beyond plan and advisory program.
- Organizes materials for assigned programs (e.g. advisory, college and career readiness events, etc.).
- Coordinate activities for students and parents (e.g. Student-Led Conferences, Senior Interviews, Back to School Night, College and Career Readiness events); increase financial aid and post-secondary awareness and provide community resources.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Provides students with college and career guidance information, materials and/or assistance to explore college and career options based on the high school & beyond plan; acts as the main contact for colleges, career, and military.
- Inputs data into computer system to maintain current and accurate information for access by others; creates graphs/charts; tallies surveys.
- Prepares, processes, and distributes assorted documents (e.g. advisory documents, correspondence, etc.) to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Maintains scholarship information and assists students with scholarship applications.
- Orders and maintains adequate supplies for programs and events.
- Instructs and directs students to appropriate Internet sites for the purpose of exploring education opportunities, job training, apprenticeships, intern programs, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Two years of office experience in a school setting preferred.
- Background in community public relations or community college preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computers.
- Use proper grammar, spelling, and English in both oral and written communications.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy in dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow-up on details.
- Must be able to read and interpret specific rules, laws, and agreements, and apply them with good judgement.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested and required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Building Principal and the College and Career Readiness Director

April 2000

Revised June 2006

Revised December 2008

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