



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Career Awareness Clerk	Exemption Status:	Non-Exempt
Reports to:	Principal	Pay Grade:	04
Works with:	Students/District Personnel	Days:	207
Dept. /School:	Assigned Campus	Date Revised:	07/23/2020

Primary Purpose:

Increase the numbers of graduating seniors enrolling in post-secondary education.

Prerequisites:

- Minimum of 48 college hours; and
- Some related experience preferred.

Special Knowledge/Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to guide students and manage their behavior
- Self-motivated individual with the desire to help students navigate the post-secondary enrollment process

Major Responsibilities and Duties:

1. Meets the assigned students on a regularly scheduled basis to assess the college transition process, provide feedback and assistance.
2. Works collaboratively with high school staff to develop a comprehensive plan for building and maintaining a school wide college bound.
3. Assists students in developing post-high school career plans that include college applications.
4. Facilitates the college application process by assisting students in completing Apply Texas and FAFSA
5. Conducts workshops for students regarding application process, deadlines, financial aid, scholarship opportunities and college persistence skills,
6. Attends trainings to acquire knowledge of post-secondary matriculation requirements, and opportunities available to underserved populations.
7. Uses District's approved platforms to maintain regular contact with students and parents to ensure progress towards post-secondary transition.
8. Keeps accurate records of student progress and monitors attendance at college transition information sessions.
9. Develops and maintains strong working relationships with each students assigned guidance counselor and communicates regularly with him/her to maximize efforts.
10. Develops and maintain strong working relationship with administrators. Counselors, and Director of Advanced Academics.
11. Is accessible to students by keeping regular office hours, working a flexible schedule when approved

- by administration, and maintaining a good attendance history.
12. Comply with policies established by federal and state, State Board of Education rule, and board policy.
 13. Comply with all the district and campus routines and regulations.
 14. Maintain a positive and effective relationship with supervisors.
 15. Communicate effectively with colleagues, students, and parents.
 16. Adhere to ethical and legal standards and model behavior that is professional, and responsible.
 17. Participate in professional development to improve skills related to job assignment.
 18. Other duties as assigned.
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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse, and occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: Work inside, may work outside, frequent district-wide travel, may work prolonged hours.

Mental Demands: Work with frequent interruptions, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____