

LIBERTY UNION HIGH SCHOOL DISTRICT
COLLEGE & CAREER CENTER COORDINATOR

Definition

Under limited supervision provide assistance to students in the areas of education/career planning and school-to-college/career planning: work with students, staff, parents, teachers, counselors and the community to provide and communicate the career planning opportunities. Coordinate, assist, process, respond and maintain the College and Career Center. Do related work as required.

Distinguishing Characteristics

The position requires frequent direct contact with students and parents regarding college and career information. Incumbents work within a framework of established procedures and creation of new procedures. While incumbents are expected to perform clerical duties, they are also expected to demonstrate considerable communication skills in relating to students and adults, and the ability to assimilate a working knowledge of the functions of the College & Career Center.

Examples of Duties

- Assist in the development and implementation of programs to provide students the successful transition to post secondary school and career for the purpose of assisting students to further their education or chosen career path.
- Assist students in the preparation and completion of forms and documents (i.e., college applications, financial aide applications, employment applications, etc.) for the purpose of providing each student with the optimal ability for success to his/her chosen career planning objective.
- Coordinate with administrator specialized testing (e.g. ASVAB, PSAT, PLAN, Community College assessment and other Mock exams, etc.).
- Coordinate with site administrator District College/Career Night.
- Assist students to identify interests, aptitudes, goals and objectives for the purpose of providing the most information on opportunities that will afford the students with the greatest success.
- Coordinate training programs for students, parents and the community for the purpose of disseminating information on opportunities and services.
- Maintain the Career facility (i.e., prepares, orders and maintains guidance materials; prepares, orders and maintains information) of educational multi-faceted and comprehensive on-site career planning resource.
- Process materials and documents (e.g. forms test, etc.) for the purpose of disseminating to appropriate parties.
- Process and approve documents (e.g. work permit applications, fee waivers, etc.).
- Update material and documents (e.g. correspondence, memos, forms, career documents, educational documents, newsletters, website, etc.) for the purpose of communicating information.
- Respond to inquires of staff, the general public, etc, for the purpose of dissemination information.
- Schedule classes, speakers and activities for the purpose of education and exposing students to opportunities.
- Distribute Community Service information for the purpose of assisting students with their curriculum requirement.
- Assist the site administers and counselors with dissemination of scholarship program for the purpose of assisting students with scholarship opportunities.

Qualifications

Knowledge of:

- Test and measurement procedures;
- Records establishment and maintenance;
- Career/college opportunities and requirements;
- Existing educational programs; and
- College admission forms, applications, and financial resources/requirements

Ability to:

- Operate current, applicable computer software and assist students
- Establish and maintain cooperative relationships with those contacted in the course of work
- Maintain an attractive and supportive Center for the school community
- Communicate well verbally and in writing; understand and carry out written and verbal instructions
- Handle multiple ongoing projects and processes
- Ability to be proactive in solving problems.
- Ability to communicate with persons of varied cultural and educational backgrounds

Experience:

Two years related experience.

Education:

Minimum of an Associate's degree or two years related coursework.

License Requirement:

Possession of a valid California driver's license