CERTIFICATED			
Work Location	Roseland Charter School as Assigned	**Responsible To**	School Site Principal
Work Year	As determined per union negotiations	**Hours**	Up to full-time (7.25 hours per day)
Salary	Appropriate step and column on the Certificated Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

Definition:
Under the direct supervision of the School Principal, the College and Career TOSA will be responsible for the site College/Career Center. They will serve as an academic resource for students, staff and parents for post-secondary education options, career opportunities and financial aid information at the site and support a college prep culture.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Supports the College/Career Program.
- Assist students with college searches, applications, selections and scholarship/funding applications.
- Coordinate EOP applications and Cal Grant submissions.
- Assist students with career preparation, such as interest inventories, resume writing and interviewing techniques.
- Supervise student assistants as assigned.
- Serve on district and school committees pertaining to college selection, career education, WASC and other related functions.
- Supports College Prep platforms and programs.
- Maintain UC Doorways, College Board, and Sports Portals.
- Supports AVID Site Plan
- Maintain and organize current resources and post/promote scholarship opportunities on the scholarship portal.
- Arrange, schedule and coordinate guest speakers and college representatives.
- Develop student schedules, and verify CALPAD reports. and graduation requirements.
- Schedule pre-college visits.
- Attend UC, CSU, FAFSA, and other conferences as appropriate.
- Assist with school-wide events.
- Assist students in connecting with community service opportunities.
- Coordinate additional school programs as assigned.
- Assist and support state testing.
- Supports with transcript review and graduation requirements.
- Support students with understanding and tracking all graduation requirements
- All other related duties as assigned.

Employment Standards

Required Educational Requirements:

- An appropriate, valid California State Pupil Personnel Services (PPS) Credential or California State teaching credential

Other Desired Qualifications:

- An experienced counselor is highly desirable; however, a credentialed teacher with demonstrated expertise in college and career readiness and graduation requirements will also be considered.

Other Desirable Qualifications:

- Bilingual English/Spanish
- Experience with secondary students
- Strong belief in district vision for graduation and post-secondary educational opportunities for all
- Knowledge of current computer programs and basic data analysis
- Competent oral and written skills
- Highly collaborative and is in alignment with Roseland School District and Roseland Charter School mission and vision
- Professional demeanor to all outside agencies and the community
- Confident presentation skills
- Knowledge of post-secondary educational options and processes leading to success
- Self-starter

Licenses and Other Requirements:

- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle to sites and trainings.
- Fingerprint and TB clearance

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Occasional lifting and/or moving up to twenty (20) pounds when setting up for events.
- Subject to bending, reaching and twisting.

- Hearing and speaking to exchange information in person, online and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

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