PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7447
Pay Grade: E01

FLSA: Exempt
PTS

SCHOOL COORDINATOR, COLLEGE AND CAREER READINESS

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university or Associate's degree from an accredited college and at least 2 years of experience in higher education, college admissions or scholarship development. Working knowledge of higher education and/or public school systems.

MAJOR FUNCTION

The School Coordinator, College & Career Readiness is responsible for daily management of the school's College & Career Center and assists the school counselors with associated postsecondary preparation activities and events held through the College and Career Center (CCC). The School Coordinator recruits, interviews, places, monitors and recognizes school's mentors and volunteers for the Take Stock in Children, College and Career Center and other mentoring programs available within the school. The School Coordinator works with students, volunteers, mentors, community members and staff to ensure each student has a college and/or career plan and the necessary support to complete the plan.

ESSENTIAL RESPONSIBILITIES

- Coordinates scheduling of all college and career preparedness school-based events with school personnel, calendar, volunteers and other participants as needed.
- Works closely with school-based and district stakeholders to meet annual objectives.
- Recruits adults from varied industries and community organizations to serve as volunteers/mentors.
- Assists in the development of specific objectives and activities for volunteer/community involvement based on the school needs.
- Recruits, interviews, places, and schedules volunteers/mentors, including Take Stock in Children; participates in orientation and volunteer/mentor trainings and monitors volunteer/mentor placement and activity.
- Collaborates with and directly supports district Elevating Excellence staff on summer seminars and college-going experiences.
- Responsible for school-based communications via newsletter, CCC updates and other social media outlets.
- Maintains documentation of all students utilizing the CCC and uses data from center to track success.
- Implements school level events/activities/experiences in collaboration with school counseling staff, such as FAFSA completion events, parent nights, college nights and college decision day.
- Works with district staff to develop, implement and document protocols and processes for CCC management including, but not limited to, student scheduling, volunteer clearance, CCC materials, equipment and resources to ensure site-based protocols allow for seamless CCC operation that support student outcomes.
- Other duties as necessary to build the CCC's effectiveness and foster a college-going culture at school.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/9/22 LM; BOARD APPROVED: 7/12/22;

SCHOOL COORDINATOR, COLLEGE AND CAREER READINESS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				