



## COLLEGE AND CAREER GUIDE

### SUMMARY:

Under the direction of the school principals, the college and career guide will work in collaboration with counselors, teachers, and the community to provide direct advising to students to assist them in making successful decisions regarding their future entrance into the workforce. The college and career guide must be self-directed, strategic, professional yet accessible, and able to work with staff, students, and parents.

### ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### Post-Secondary Planning

1. Collaborate with school counseling staff to directly advise and assist students with career exploration and curricular choices, mapping out each one's tentative post-secondary plan through the Xello on-line system.
2. Work with counseling staff to develop and disseminate content for college and career awareness resources and tools. Promote postsecondary education and training, making students and families aware of college and career opportunities through presentations, classroom visits, parent-mentor nights, campus field trips, brochures, and other forms of communication.
3. Advise students on a one-to-one basis regarding their postsecondary plans during daily office hours and scheduled appointments.
4. Encourage students to take advanced placement, college prep, and dual credit courses. Facilitate college entrance exam preparation and registration, utilizing application waivers when appropriate/available.
5. Plan and present postsecondary awareness and access events including College Application Week, College Day, the VHS Job Fair, and Decision Day at assigned school in addition to parent-mentor nights. Plan and coordinate visits to colleges and other postsecondary training centers.

#### College/University or Career/Technical School Application

1. Research colleges and institutions offering post-secondary vocational training, keep updated on new admission information, college entrance exam changes, and financial aid program

information. Communicate with colleges as appropriate for information on admissions, financial aid, and NCAA requirements.

2. Act as a parent resource for post-secondary education decision making, meeting with parents and being available at Parent-Teacher Conferences.
3. Provide CTE/vocational guidance and information for students pursuing a career/technical training, military service, or Alaska Job Corps.
4. Collaborate with Prince William Sound College to develop and implement college preparation events.
5. Assist in delivering career activities utilizing the Xello in grades 7-12, as directed by the school counselors.
6. Review and assist students with college applications.

#### Financial Aid/Post-Secondary Scholarships

1. Review and assist students with the completion of the FAFSA and other scholarship resources outside of university and government funding. Assist students in preparing documents for scholarship applications (resumes, essays, profiles, etc) and send transcripts to institutions when requested.
2. Prepare and maintain a list of local, state, and national scholarships for students and make the list available in an electronic format.
3. Prepare and update the VHS Financial Aid packet for parents as directed by the school counselor.
4. Gather and publicizes information from the community regarding jobs available to all students.
5. Coordinate job shadow and internship programs at VHS by working with community business and agencies. Works as a liaison with local scholarship groups.

#### Academic Record Maintenance

1. Help students utilize Xello by creating a sharable, online portfolio that showcases their interests, skills, and abilities and offer sessions to staff, teachers, and families.
2. Draft programs and progress reports as necessary.
3. Assist teachers in writing successful recommendation letters for students as needed.
4. Work with counselors to ensure students meet requirements of their chosen post-secondary path.
5. Conduct program assessment using evaluative tools such as college/career/financial literacy surveys with students/parents in conjunction with the school counseling staff in order to gauge the program's impact on the target population.
6. Participate as a member of committees and workgroups with focus on postsecondary education planning and access topics.
7. Maintain confidentiality and security of information and records.

### Graduation

1. Organize graduation script and scholarship presenters.

### COMPETENCIES:

1. Knowledge of postsecondary program application, admissions, and financial aid process; higher education/career resources; K-12 and college system; program development and general management principals; student academic advising services; internet, media and technology-based strategies for social marketing.
2. Skills in public speaking and presentation techniques; communicating with diverse populations; online communication tools (i.e. Facebook, blogs, instant messaging, etc.); effective written communication for outreach/PR material and college entrance essays; Microsoft computer programs including Word, Excel, Powerpoint, and Publisher or related programs; Google Drive and Google based programs; developing and administering surveys; problem solving and ability to recognize when to redirect a specific situation to needed expertise; creative and critical thinking; developing and maintaining positive relationships with internal and external partners.
3. Ability to perform responsibly, take initiative, and develop new ideas with co-workers; make independent decisions while working in a team environment, build rapport and establish positive relationships with youth; maintain confidentiality of student files and information; manage multiple projects; interact with people in a professional, appropriate, and effective manner, work nontraditional hours when necessary.

### SUPERVISORY RESPONSIBILITY:

This position supervises students who are utilizing the college and career office.

### WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### PHYSICAL DEMANDS:

This position requires frequent sitting, standing, repetitive motion of hands/fingers, grasping with hand/gripping, seeing close work, distinguishing colors, hearing conversations or sounds, hearing via telephone or radio, communicating through speech and writing, and reading.

This position requires occasional walking, bending or twisting, and lifting/carrying 10-25 pounds.

### POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position with benefits. Regular days and hours of work are Monday through Friday, 7:30 a.m. to 3:30 p.m. (7 hours/day). Occasional nights or weekend work may be required. This position operates for 200 days out of the year.

Salary Grade Level D

TRAVEL:

This position requires occasional travel within and outside of the State of Alaska.

REQUIRED EDUCATION AND EXPERIENCE:

1. Baccalaureate degree from an accredited university.
2. Experience working with youth.
3. Ability to present a valid background check upon recommendation for hire.

PREFERRED EDUCATION AND EXPERIENCE:

1. Recent college graduate
2. Clerical experience with student records.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

None required for this position.

EEO STATEMENT:

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: