

SCHOOL DISTRICT OF THE CHATHAMS

TITLE: COLLEGE AND CAREER ASSISTANT

QUALIFICATIONS:

1. Experience with the college admissions process and career training preferred.
2. Masters degree in counseling a plus
3. Minimum experience as determined by the board
4. Demonstrated experience with current software applications, including Naviance and other college/career interest packages.
5. Effective problem solving, interpersonal, and communication skills; ability to work effectively with students, parents/guardians, colleagues, and community groups.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of School Counseling

JOB GOAL: To develop and maintain a college and career center that will serve to assist students, parents/guardians, and school counselors in exploring post-secondary and transition planning options including college, military, and career opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with school counselors and meets with students to provide effective college/career counseling for students, including instruction on use of resources to learn more about such topics as filing applications, writing the college essay, financial aid, etc.
2. Promotes interest in post-secondary options using a variety of venues including but not limited to informational sessions, website postings, and use of Naviance and Family Connection to assist students with college searches, electronic transcript requests, career inventories, etc.

3. Maintains thorough and comprehensive student information and ensures confidentiality.
4. Coordinates all college information sessions and on-site visitations.
5. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new programs that have a positive impact on college and career planning.
6. Develops a career awareness program by working with community agencies, local businesses and colleges that offer career-focused degree programs.
7. Publicizes information on opportunities available to students including open houses, information sessions, local college fairs, virtual opportunities and any other relevant options for students.
8. Develops follow-up studies of former students for the purpose of improving college and career counseling services and evaluating the effectiveness of the current services being offered by the school.
14. Assists in the efforts to prevent student drop outs and in finding those alternative educational programs.
15. Maintains a professional office environment.
16. Makes effective use of community resources in developing and expanding counseling services and activities.
18. Serves as a positive role model for students through both personal and professional interactions with students, parents/guardians, school visitors, and other district employees within the school setting.
19. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
20. Participates in school-level planning, faculty meetings/committees and other school system groups.

21. Upholds and enforces school rules, administrative regulations and board policy.
22. Performs such other related duties as may be assigned by the building or central office administration.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

ESSENTIAL

FUNCTIONS: The position holder must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the employee to inform The School District of the Chathams Superintendent of Schools of any and all reasonable accommodations that will be required.

BOE APPROVED: 2/10/2014