

College and Career Coordinator

Purpose Statement

The job of College and Career Coordinator is done for the purpose of providing support to the instructional process with specific responsibilities for performing advanced, technical and highly complex interactive and specialized duties related to planning, coordinating, organizing and implementing the school site College and Career Center program activities; and supporting high school students applying for college entrance, career planning and other post high school options.

This job reports to Assigned Supervisor

Essential Functions

- Addresses specific post high school needs of various student populations for the purpose of supporting students with post-graduation academic and/or vocational opportunities.
- Advises students and parents in post-high school college and career options for the purpose of setting goals in students' pursuits and identifying resources to assist with future planning.
- Assists students and parents in researching the requirements and admissions guidelines, rules and regulations to plan for college admissions applications and testing; college and program applications review; and critique and suggest for the purpose of providing information required for college applications and supporting parents and students in the process.
- Attends department and/or in-service meetings, conferences, visits college campuses, college sponsored seminars and serves as a liaison to colleges for school site for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Communicates with District administrators, departments and outside community organizations, college admissions representatives, teachers, parents, students, and others for the purpose of coordinating activities, exchanging information, responding to requests and resolving issues or concerns.
- Develops and presents workshops, seminars, and meetings for the purpose of providing information on program requirements and college and career planning.
- Maintains current knowledge of changes in nationwide college admissions guidelines, changes in career areas, and entrance requirements for the California state system of colleges, including Community College, California State Universities, and Universities of California for the purpose of ensuring most current knowledge to perform job functions.
- Networks with community partners and publicizes scholarships, opportunities and activities as appropriate for the purpose of supporting activities related to students and providing information for volunteer, job, and scholarship opportunities.
- Organizes, updates, and maintains College and Career Center materials on school site and on the school website from various resources for the purpose of enhancing the College and Career Center collection and providing current information for students, parents, and staff.

- Performs a variety of computer and communication duties, maintains job board and may issue work permits for the purpose of distributing material to counseling office, students, parents and staff.
- Plans and implements districtwide college fair with other District College and Career Coordinators for the purpose of providing students with information regarding colleges, universities and/or occupational programs and enhancing access to those programs.
- Plans, schedules, coordinates and publicizes visits from college representatives, career/technical schools, military recruiters, and associated activities at school site for the purpose of ensuring availability of facilities and enhancing students' access to educational opportunities.
- Provides leadership, direction and communication for College and Career Center activities in collaboration with counseling department for the purpose of serving the best interest of students in pursuing their post high school goals.
- Provides support to students, parents and counseling department with college and career readiness technology for the purpose of maintaining an efficient and unified system and providing a supportive environment.
- Researches and provides students/parents with college/technical/trade school information for college career pathway planning and application for the purpose of providing students and parents with information on educational and/or career opportunities.
- Serves as school site liaison for colleges, universities, technical and trade schools, community organizations, businesses, ROP classes, volunteers, and scholarship program for the purpose of enhancing communications between all parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; planning and managing projects; and creating and presenting information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; college admissions processes in and out of state; career and occupational resources, trends and opportunities; high school graduation credits and requirements; policies, procedures and objectives of related programs and activities; district registration policies and procedures; higher education requirements, including personal learning initiative (PLI) guidelines; and educational requirements of the District and State.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; oral and written communication with diverse groups; maintaining confidentiality; working with frequent interruptions; and using tact, patience and courtesy.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Two years experience in a school counseling office, employment office, college and career counseling office and/or education guidance office.

Education (Minimum): Two years of college coursework in counseling, career education, and/or social services.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 20