

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

04/16	<b>COLLEGE AND CAREER READINESS COORDINATOR</b>	
Effective Date	Job Title	Index

**DEFINITION**

To improve student achievement by performing duties involved in planning, organizing, coordinating, implementing and evaluating activities and services associated with the assigned school's career development program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Work is reviewed periodically to assure conformance to standards and to measure results.

**ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Implementing career development programs including: developing goals, objectives, work plans, and timelines administrative supervision

As directed by the assigned supervisor, coordinates career activities and develops contacts between the assigned school, and the business community; including work experience opportunities and verification of hours for high school credit.

Developing materials and presenting information on the career development program for the school.

Training and guiding students and staff using the Career Information System. Implementing with computer interactions to the greatest extent possible in each school.

Working in conjunction with school leadership and advising teachers in developing and delivering curriculum for advisory periods (such as PEP, college applications, graduation requirements, capstone activities).

Planning and facilitating informative events (such as FAFSA night, college night, career fairs, parent workshops) designed to disseminate information and support for the Ready to Learn/Ready to Work Initiative and college participation.

Working in conjunction with school, District, and local college staff on college readiness activities designed to increase awareness and opportunity for students as they consider college. Responsibilities include some weekend, evening, and summer hours. Activities will include communication to parents, monthly meetings, alignment with college admissions staff and SKPS schools (K-12).

Providing database of participating students, businesses and government agencies.

Coordinating activities of volunteers involved in career development.

Serving on career development and school committees as assigned by the supervisor.

Providing students and parents with post secondary information such as career, college information, and scholarship information.

Selecting and ordering career materials and college information publications; maintaining reference materials in an easily accessible filing system.

Arranging occupational or career field trips.

Coordinating vocational assessments and review assessment results.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles of planning, needs assessment, problem solving, group process, and post secondary opportunities for students.

Career-Related Standards.

Educational programs and resources, including the Career Information System, AVID, and WOU Project.

Maintaining records and generating reports using word processing, and/or spread sheet software programs.

Understanding and use of the School Administrative Student Information (SASI) system.

#### **Ability to:**

Plan, supervise, assess and evaluate career education programs.

Maintain cooperative relations with school staff, students, parents, and the business community.

Recruit, encourage, and promote business partnerships.

Recruit and train volunteers.

Assess and evaluate school needs and community resources and develop programs to meet these needs.

Meet established deadlines as defined by the supervisor.

Make student contact during school hours the priority.

Work effectively with high-school-age students in all settings.

Maintain accurate program records.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. Experience in positions involving the organization or coordination of activities, programs, or individuals. A representative way to obtain the required knowledge and abilities would be:

**Training:**

Equivalent to the completion of the twelfth grade or higher. Business experience in a related field, some college experience, or course work from an accredited institution is preferred.

**Special Requirements:**

May require possession of First-Aid certification.

May require possession of, or ability to obtain, a valid Oregon driver's license and passage of District Van Driver Test.

**Work Environment:**

Climate controlled office/ classroom setting with exposure to minimal to high noise intensity levels depending on work location.

Moderate to high level of contact with district personnel and outside agencies/community.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 20 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Career Services Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_