

**TITLE:** College and Career Specialist

**DEPARTMENT:** Career and Counseling Services

**REPORTS TO:** Building Principal and Director of Career and Counseling Services

**POSITION SUMMARY:** Under the direction of the Director of Career and Counseling Services and in conjunction with the Building Principal who leads the educational program of the building, the College and Career Specialist ensures that each student has a meaningful future plan by providing resources, guidance, and encouragement. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills in order to smoothly integrate into the students' learning.

**ESSENTIAL FUNCTIONS:**

- Designs and delivers career/college events at the school and in the community.
- Monitors and promotes internship opportunities both individually and with ISF.
- Develops and maintains Career Center Library - books, catalogs, videos, and a current website.
- Investigates and shares job shadowing opportunities.
- Provides career interest and aptitude testing.
- Provides military information.
- Develops and implements career units for the classroom.
- Disseminates WaNIC information to students and staff.
- Provides college and career advising.
- Builds and maintains a list of part-time employment (job) information.
- Organizes college representative visits.
- Organizes and distributes scholarship information.
- Researches and shares college, financial aid and career websites.
- Presents study abroad program information.
- Distributes Community and Technical College information.
- Maintains a database of summer opportunities.
- Builds and maintains a list of community service opportunities.
- Provides Culminating Project support.
- Organizes field trips.
- Provides and distributes College Credit Program/Tech Prep information.
- Works with Special Education staff on the creation and implementation of a student's transition plan.
- Attends Guidance Center team meetings as appropriate.
- Leads, coordinates, and manages the culminating project and integration of the HS and Beyond Plan.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the school.
- Use technology to manage recordkeeping, communication, and to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**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 pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

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 understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of office management; concepts of grammar and punctuation; accounting/ bookkeeping principles; business telephone etiquette; common office machines; spreadsheet applications; and first aid.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment, including computer hardware and software and internet search engines. Flexibility is required to work with others in a wide variety of circumstances, including students, staff, and community members; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with and/or supervise a diversity of individuals and/or groups including students, staff, volunteers, and community members; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some 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.

#### **Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling 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.

**EDUCATION:** Bachelor's degree minimum.

**EXPERIENCE:** Three (3) years of experience in career advising or counseling in a high school setting highly preferred. Within the previous five (5) years, human resources experience, specifically with the placement, evaluation, and supervision of employees desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is necessary to remain current in the field, particularly around labor and career trends, employee training, employment search skills, and educational trends.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)