

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: COLLEGE AND CAREER GUIDANCE COORDINATOR

DEFINITION

Under the supervision of the site administrator or his/her designee, develop, implement and maintain the College and Career Center program, directly supervise the Center; foster an awareness of college and career opportunities and the resource materials available; provide college and career guidance and information to students, staff, parents, and the greater community; and do related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provides informational meetings with students and parents to make post high school plans, such as college, military, and vocational options
- Develops and maintains a library of updated career and educational materials, computer career guidance programs, college catalogs and brochures
- Organizes speaker programs for career guidance, including preparing Center for special events and scheduling and publicizing speakers
- Coordinates career interest testing and provide follow-up interpretation with attention to occupational trends
- Informs the high school community about the college application process, financial aid and scholarship opportunities
- Schedules, publicizes, and hosts college representatives who visit the school
- Provides teachers with current resources to assist them with planning career speakers and units of study
- Assists students in research of careers, temporary jobs, and summer activities
- Maintains a job and community service board
- Prepares articles for school publications
- Develops and promotes job shadowing, mentoring, and internship programs
- Oversees and evaluates student aides, and trains and works with parent volunteers
- Makes presentations to classes and to school and community groups
- Coordinates SAT and ACT testing
- Coordinates Advanced Placement
- Coordinates scholarship program activities
- Coordinates and maintains records for internships and “work experience”
- Maintains and updates counseling center resources

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

- College entrance requirements
- Occupational job training and job market information
- Office practices and procedures

ABILITY TO:

- Maintain an attractive and supportive Center for the school community
- Operate current, applicable computer software
- Instruct students
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate well verbally and in writing; understand and carry out written and verbal instructions
- Simultaneously handle multiple on-going projects and processes
- Analyze situations and adopt a course of action; solve many problems independently without supervision
- Relate positively to students, staff, and the public
- Maintain confidentiality of school related information

EXPERIENCE:

- At least one year experience working with young people in a school setting or equivalent

EDUCATION:

- High school diploma
- Bachelor's degree preferred

DESIRABLE QUALIFICATIONS

- Bilingual and bi-literate in Spanish
- Experience in working with students in multi-cultural and multi-socioeconomic settings

First Reading: 02-25-97

Approved: 02-25-97

Revised: 7/27/16

Approved: 3/6/18