

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: HIGH SCHOOL COLLEGE AND CAREER SPECIALIST

JOB SUMMARY: The College and Career Specialist is responsible for assisting with the implementation of the student portfolio program in the high schools; organizing vocational materials for students; coordinating community and parent involvement; assisting and providing students with career information, including use of the Internet; inputting data; preparing documents; responding to inquiries from students, parents, district staff, and the public.

ESSENTIAL JOB FUNCTIONS:

Assists with the implementation of the portfolio program.

Organizes materials for assigned programs (e.g. student portfolios, parent meetings, classrooms, etc.).

Coordinates student-led conference activities (e.g. parents' night, speakers, etc) and community and parent involvement in Senior Presentations, Back-to-School Night, and College and Career Readiness events to increase student and community participation and to provide information.

Responds to inquiries of students, parents, district staff, and the community to provide information, direction and/or clarification of the student-led conference process.

Provides students with college and career guidance information, materials and/or assistance to explore college and career options based on personalized pathways; acts as the main contact for colleges, career, and military.

Inputs data into computer system to provide current and accurate information; creates graphs/charts; tallies surveys.

Prepares documents (e.g. portfolio documents, correspondence, etc.).

Maintains scholarship information and annually updates the College and Career Readiness Course Catalog.

Orders and maintains adequate supplies (e.g. portfolio, notebooks, dividers, etc.).

Instructs and directs students to appropriate Internet sites for the purpose of exploring education opportunities, job training, apprenticeships, intern programs, etc.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possesses a high school diploma or equivalent.
- Two years of experience, preferably with a community public relations or community college background.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications

Knowledge of:

- technology including word processing, spreadsheet, and Internet software
- general clerical procedures
- district and state policies and procedures

Ability to:

- handle matters and information in a confidential and professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish and maintain a positive, productive, and cooperative working relationship with all
- district staff, students, parents, and the public to enhance the completion of assigned tasks
- communicate effectively with district staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.

REPORTING RELATIONSHIP: Reports to the Building Principal