

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title: **Career and College Planning Coordinator**  
Department: Educational Services  
Salary: Certificated Management – Grade 2  
Reports to: High School Administrator and/or Director for 21<sup>st</sup> Century Learning and Innovation

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#### **DEFINITION:**

Performs the full range of professional duties to include collaboration with guidance staff and administration to develop and implement a comprehensive college and career information program for students in grades 7-12; reviews and selects materials related to a wide variety of information concerning colleges, trade schools and vocational and other employment opportunities; serve as the liaison between outside service providers, tutors and local agencies to coordinate student advocacy services; and performs related duties as required or assigned.

#### **SUPERVISOR:**

High School Administrator and Director for 21<sup>st</sup> Century Learning and Innovations

#### **QUALIFICATION REQUIREMENTS**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties*

#### **EXAMPLES OF DUTIES:**

*The following is a list of duties that are representative of the position and include but are not limited to:*

##### **Essential Duties**

- Provide oversight and management of college/career center located in the high school library/media center.
- Reviews and selects a wide variety of reference materials on college, trade schools, scholarships, financial aid resources available at local, state and national levels, and other career opportunities
- Develop career center orientations for individual students and classroom groups at each grade level
- With the assistance of the Director of Assessment and Evaluation, submits local and state, student assessment analysis to the Principal and Director for 21<sup>st</sup> Century Learning and Innovation, which reports on the progress of college and career readiness measures.
- Facilitates mechanisms to constantly evaluate programs, identify community needs, and develop new programs when needed.
- Monitors philanthropic websites, reviews trade publications and maintains contract with state and federal agencies that offer funding opportunities.
- Collaborates with other site administration throughout the District to develop and implement a K-12 aligned college and career readiness counseling program and activities.
- Assists in negotiating, reviewing, and updating contracts and agreements with community partners.
- Supervise employees, as assigned
- May provide guidance and assistance to full-, part-time and/or hourly employees as required

## **Other Related Duties**

- Develops and implements summer and enrichment opportunities on the high school and college level
- Visits college campuses upon invitation and prepares information reports
- Serves as a resource for students interested in the colleges, assists the faculty and staff with using the center's resources
- Provides direction to the Career and College Resource Technician around publicity efforts which will promote career education throughout the school via announcements, bulletin boards, school newspapers, websites, and parent meetings
- Publicizes activities of the center through local media and visits to businesses and organizations
- Will be required to work a flexible schedule for evening appointments, events and walk in service hours as required by Education Code.

## **PHYSICAL EFFORT AND WORK ENVIRONMENT**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Manual dexterity sufficient to write, use the telephone and office machines, and operate manual and power hand tools
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sit, stand, and walk for prolonged periods of time
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Demonstrate manual dexterity necessary to operate calculator, typewriter/ and or computer keyboard at the required speed and accuracy
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, slopes, stairs, ramps, and ladders; drive a truck or van, and to respond to emergency situations.
- Physical strength sufficient to frequently lift and/or carry 25 or more pounds; occasionally lift 40 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds
- Sustain moderate to heavy manual labor for up to 8 hours
- Demonstrate manual dexterity necessary to perform fine motor skills during equipment installation and maintenance procedures
- Work in an indoor environment

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience**

- Any combination of education and experience equivalent to a bachelor's degree, management, high school and/or college level counseling, or a related field, plus five years of progressively more responsible education or management experience. Knowledge and experience in career/college experience both in the high school and at higher educational institutes.

### **Licenses and Certificates:**

- Possession of a valid Class C California driver's license (*as appropriate to the assignment*).

**Knowledge of:**

- Role of the career/college center in supporting the overall guidance program
- California Career Technical Education standards and pathways and the Common Core College and Career Readiness standards.
- Elective and Career Technical Education programs in which high school students might seek career experience opportunities
- Understanding of workforce development partnerships and procedures for employment of high school age students and articulation with post-secondary institutions
- Ability to develop effective partnerships and collaborate with other school and community groups
- Ability to speak in front of groups and to network with individuals in the school and corporate community
- Ability to manage the equipment, materials, and documents assigned to the center
- Ability to collect, organize and disseminate information regarding vocations and colleges to students
- Ability to assist and advise students using the center and to instruct them in use of related information technology
- Ability to work effectively with a culturally diverse student population
- Ability to develop and maintain effective work relationships with school system administrators, teachers and local business and community organizations
- Ability to communicate effectively, both orally and in writing

**DESIRED QUALIFICATIONS:**

- Previous experience in a school district or high educational setting related into career and college preparation.
- Ability to speak, read, and/or write in a language other than English

Board Approved: