

COLLEGE AND CAREER ADVISOR

POSITION TITLE: College and Career Advisor

Qualifications:

1. Bachelor's degree in education, counseling, or a related field.
2. Strong knowledge of post-secondary education systems, technical programs, and military options.
3. Excellent interpersonal, communication, and organizational skills.
4. Ability to work collaboratively with diverse stakeholders, including students, families, and staff.
5. Such alternatives to the above as the board may find appropriate and acceptable.

Reports To: Building Principal or Administrator

Job Goal: The College and Career Advisor will guide students, parents, faculty, and administrators in understanding and accessing educational and career pathways. The adviser will play a critical role in preparing students for post-secondary success by supporting informed decision-making regarding post-secondary education, military enlistment, apprenticeships, and technical careers.

PERFORMANCE RESPONSIBILITIES:

Instructional:

1. Guide individual and groups of students through the development of educational and career plans;
2. Provide information to students regarding post-secondary opportunities and scholarships for college;
3. Educate students and parents about college admissions requirements and financial aid;
4. Assists each student in assessing his/her own self-awareness in order to help him/her in formulating realistic educational, career, and personal goals;
5. Guide individuals and groups of students through the development of educational and career plans;
6. Provide individual counseling to meet personal educational, social, and career needs of students;
7. Provide information to assist students in applying for Advanced Opportunities;
8. Work closely with staff, building principals, and counselors to maximize the benefits of the program;
9. Oversees the College and Career Portal through the Idaho State Department of Education;
10. Compiles data and statistics, and be able to report data on the effectiveness of the program;
11. Maintains liaisons with post-secondary institutions, employers, community leaders, and organizations for the purpose of building resources and expanding program opportunities for eligible students;

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12. Prepares a wide variety of manual and electronic reports and materials, brochures and mailers for the purpose of communicating with staff, students and community.
13. Other duties as assigned.

Parent/Community Relations:

1. Have positive support with parents and the community.
2. Make referrals to the appropriate community agencies when students have serious problems.

Personal Qualities and Performance:

1. Maintain a standard of appearance and behavior that is a positive example to the students and the community.
2. Represent the school district in a positive manner.

Professional Growth/Development:

1. Continually be involved in professional improvement by attending conferences, seminars, college classes, etc. and reading professional literature concerning student counseling and behavior.

Performance Evaluation

Your job performance will be reviewed annually following the District's policy on evaluating nonprofessional staff.

Job Description Overview:

As an employee, you will work under the supervision of your assigned manager or their designee. You are expected to follow all **District policies, rules, and regulations** as established by the Board of Trustees. You are responsible for knowing and following all current District policies. These can be found on the official website: www.minidokaschools.org.

Equal Opportunity Employment

Minidoka County School District No. 331 is an **equal opportunity employer**. We do not discriminate based on race, gender, age, religion, disability, or national origin. All job offers are contingent upon verification of employment eligibility and other necessary background checks.