

Napa Valley Unified School District

Position Description

Position: College and Career Advisor	Position Number:
Department/Site: school site	FLSA: Non-exempt
Reports to/Evaluated by: Assistant Principal/Principal	Salary Grade: 32

Summary

Coordinates and performs a variety of organizational, technical, and guidance functions for support to a high school career planning and a college information center. Provides students, parents, and staff with resources, including books, catalogs, community contacts, and computer-aided resources. Coordinates visits and events promoting college admissions and career planning and development as well as post secondary options.

Distinguishing Career Features

The College and Career Advisor, coordinates and facilitates programs for career planning and post secondary education and training. Advancement to this position requires demonstrated knowledge of school-to-career transitions, higher education application processes, scholarships, and technical/professional occupations.

Essential Duties and Responsibilities

- Organizes and maintains a career planning and college information center that provides information and resources to staff, students, and parents.
- Maintains and continually updates an information center library with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletters of interest.
- Facilitates individual and small group meetings with students about post-secondary options for careers, training, and higher education.
- Facilitates specially-focused programs such as those for technical and professional careers, school-to-career, and for students with special needs.
- Initiates relationships between students and community partners. Promotes job shadowing and mentoring opportunities. Works with businesses and other community agencies to maintain active links to job markets.
- Provides information about scholarships and assists students in completing application forms. Develops and maintains up-to-date lists of financial aid and other resources available to students.
- Administers computer-aided career and interest inventories and sets up on-line profiles for students using computer lab resources.
- Prepares career and college flyers and newsletters to distribute to students, teachers and parents. Prepares and delivers informational presentations to classrooms, student groups, and parent organizations.

- Schedules speakers, college representatives, and recruiters. Maintains a calendar of scheduled events, speakers and career fairs.
- Updates web pages for career, college, and related interests. .
- Prepares a variety of documents including correspondence bulletins, reports, forms and lists.
- Provides information on, and may coordinate preparation and testing.
- May communicate in groups and individual student/parent meetings on college admissions requirements and post secondary planning.
- Disseminates information about jobs and mentoring programs.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of occupational resources, trends, and opportunities, college programs, entrance requirements, and application procedures. Requires considerable knowledge of college admissions and career development resources, local and national scholarships and community employers. Requires working knowledge of higher education course requirements, post-secondary careers and training. Requires a working knowledge of high school matriculation requirements. Requires knowledge of and skill at using personal computer-aided applications for office productivity, research, and preparation of communications materials. Requires well-developed knowledge of and skill at using English grammar for professional correspondence and reports. Requires well-developed human relations skills to make in-service presentations to student and parent audiences and to facilitate discussions with students and parents.

▪ Abilities

Requires the ability to perform all of the duties of the position. Requires the ability to provide college and career-related information and assistance to students and the school community. Requires the ability to conduct research, identify, and obtain college career information such as education and training requirements, industries and locales where employment occurs, wage rates, and professional associations. Requires the ability to develop promotional materials and write in a professional manner. Requires the ability to respond to a diverse set of cultures, ethnic and socio-economic groups, and their interests.

▪ Physical Abilities

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various school campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive

motions.

- **Education and Experience**

The position requires an Associates Degree or equivalent, supplemented by training in guidance or counseling, and research, plus 4 years of experience working with scholarship programs, college, and community-based occupation resources, preferably in a high school setting. A career development certificate from an accredited post-secondary institution may substitute for one year of experience. A Bachelor's degree is preferred and may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.