

# THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
King Salmon, AK 99613  
907-313-3841

1617 S Industrial Way #1  
Palmer, AK 99645  
907-745-7090



## **High School Career Guide**

**Reports To:** BBRCTE Executive Director  
**Salary:** Half time (0.5 FTE) based on 1.0FTE of \$65,000-68,500  
**Location:** Dillingham  
**Classification:** Classified or Certified

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### **GENERAL STATEMENT OF JOB**

The Career Guide supports high school students in the Dillingham City School District with career exploration, postsecondary planning, and workforce readiness. Working in partnership with the Bristol Bay Region Career & Technical Education (BBRCTE), district staff, and regional and state partners, this position helps students identify career interests, access training and internship opportunities, and prepare for life after high school. This role focuses on helping students build a clear path forward; whether that includes college, career training, certifications, apprenticeships, military service, or direct entry into the workforce, while they are still enrolled in school.

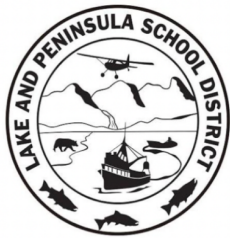
### **ESSENTIAL JOB FUNCTIONS**

1. Work directly with students (primarily grades 9–12) on career exploration and future planning
2. Support students in identifying interests, strengths, and career goals
3. Assist students with career research, interest inventories, and exposure to a variety of career pathways
4. Guide students in accessing internships, work-study opportunities, job shadowing, and summer employment
5. Support seniors with postsecondary planning, including scholarships and FAFSA completion
6. Collaborate with BBRCTE staff to connect students to CTE intensives, distance programming, and internships
7. Be actively engaged during BBRCTE Intensive Weeks, supporting students on-site and helping them navigate next steps
8. Coordinate with regional partners, Alaska Native organizations, training centers, and postsecondary institutions to share opportunities with students
9. Work alongside Academic Advisor to utilize the RootEd platform to track student progress and benchmark completions
10. Maintain accurate student records and documentation
11. Communicate regularly with school staff, administrators, parents, and partners regarding student opportunities and progress

### **QUALIFICATIONS: Education, Experience and Skills Preferred:**

#### Education/Experience:

1. Experience working with middle or high school students in education, workforce development, or student support roles
2. Strong communication and relationship-building skills
3. Knowledge of career pathways, training options, and postsecondary opportunities (or willingness to learn)
4. Ability to work independently and collaboratively in a rural, region-wide setting
5. Comfort using digital platforms for student tracking and reporting
6. High school diploma required; associate's or bachelor's degree preferred.
7. Rural Alaska experience preferred.



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### Skills:

1. Strong written, verbal, and visual communication skills.
2. Ability to establish and maintain effective working relationships with students, staff, and community partners.
3. Ability to work independently, manage multiple projects, and meet deadlines.
4. Proficiency with basic computer programs, including word processing, spreadsheets, communication platforms, and design or media tools.
5. Strong organizational and attention-to-detail skills.

### **WORKING CONDITIONS: Physical Requirements: Ability to perform the essential functions of the job, including:**

1. The job requires a normal range of mobility with reasonable modifications
2. Work long or unusual hours when the situation demands
3. Ability to travel, including in small aircraft
4. Vision abilities required include close vision, distance vision.
5. Hearing within the normal range (with or without aide) required
6. Dexterity to operate a computer
7. Work under pressure of timelines
8. Lift objects up to 75 lbs
9. Sit and stand for extended periods of time when performing the tasks of the job

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification.

All qualified applicants will receive consideration for employment without regard to race, color, sex, handicapping condition or national origin.