AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ADVISOR COLLEGE & CAREER**			PAY GRADE:	**PRF 2**
JOB CODE:		FLSA STATUS:	**EXEMPT**	DATE REVISED:	**11/13/2024 HC**
DUTY DAYS:	**210**	LEGACY JOB CODE:	**519**		
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The board adapted definition of equity from the National Equity Project will guide our transformational work.

Educational equity means that each child receives what they need to develop to their full academic and social potential. Working towards educational equity involves:

- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- ~~*Interrupting*~~ *Disrupting inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses. https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A Bachelor's degree in a related field from an accredited college or university is required. A minimum of three (3) years of related experience is required. A valid Texas teaching certificate is preferred.

SKILL REQUIREMENTS:

This position requires effective communication and presentation skills, along with excellent written and oral communication skills. Incumbent must have excellent organization skills, and an interest in working with diverse populations. Incumbent must have knowledge of the program that they are going to be working with (i.e., candidates need to have knowledge of college admissions and/or financial aid). The position requires flexibility, demonstrated productivity, and the ability to create and deliver quality staff development and support to Austin ISD educators.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for assisting the Coordinator with implementing the assigned program at the campus level.

ESSENTIAL FUNCTIONS:

- Build and sustain a college and career school-wide culture.
- Assist students in registering for college and career testing (SAT, ACT, TSIA2, and ASVAB)
- Provide comprehensive college and career advising services to all seniors.
- Coordinate field trips to college campuses and college fairs.
- Facilitate college admissions and financial aid workshops for students and parents.
- Track and report key student performance indicators to school and district leadership.

- Lead and facilitate financial aid completion as it pertains to Texas HB 3 Graduation Requirement.
- Support scholarship search, application, and award processes for students.
- Maintain external relationships to bring college and career advising services to students.
- Maintain strong relationships with Higher Education and U.S. Armed Forces representatives.
- Identify and problem-solve barriers to college matriculation.
- Coordinate, assist, proctor in college readiness testing (Texas Success Initiative Assessment 2.0)
- Provide college readiness testing for the campus.
- Assist with campus programs/projects as assigned.
- Work with teachers and professional development staff to develop and implement training for the program.
- Work with Program Director to develop the community and business partnerships components of the program.
- Work with Program Director, counselors, and other program staff to develop the parental involvement components of the project.
- Work with counselors to plan and implement classroom presentations to students, provide comprehensive college advising services to all seniors, and work with campus staff to organize field trips to college campuses and college fairs.
- Assist with campus projects as needed, working productively with school staff.
- Work with local and state institutions and organizations assigned.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally performed in a standard office environment. Frequent travel may be required. Incumbent may be required to lift and carry items weighing between 0 – 15 pounds. This position may involve rare exposure to blood or body fluids. Regular attendance is required.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the coordinator of the specific program or campus principal. Incumbent will have frequent contact with students, teachers, parents, and other Austin ISD staff. Incumbent will provide guidance and consultation in the area of their specific program.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	