



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Post Secondary Preparedness
Facilitator

Salary Block: Administrative Professional
Pay Grade 3

Reports To: Principal

Wage/Hour Status: Exempt

Terms of Employment: 197 Days

Minimum Qualifications:

- Master's Degree
- Valid Texas Counselor's Certificate
- At least three years secondary teaching experience
- Preferred one year of prior related experience in recruitment, career training, planning, retention, and occupational/educational programs.

Special Knowledge/Skills:

- Knowledge of counseling procedures, student assessment, and career development
- Possess strong organizational, communication and interpersonal skills, which relate to dealing with students and the public in a variety of settings and situations
- Ability to identify students needs and assist with career development
- Awareness of College Recruitment
- Knowledge of individual and group counseling skills
- Knowledge and skill in casework methods

Primary Purpose:

Work with school faculty and staff, students, parents, and community to plan, develop, implement and evaluate a comprehensive college preparedness program. Provide proactive developmental guidance to encourage all students to maximize personal growth and development. Grant mentoring that will enhance student's access to career and vocational education; developing an understanding of career and vocational education. Provide students with appropriate learning activities and experiences to supplement the core academic subject area assigned to meet state standards for individual children deemed most in need, or a school wide approach to improve the overall instructional program.

Performance Responsibilities:

Program Management:

1. Plan, develop and implement a college awareness preparedness program for students as it relates to the district guidance plan.
2. Execute and evaluate a comprehensive program of career guidance, including counseling services.
3. Provide training to students and parents in the area of career readiness, institutions of higher learning, life skills, networking, and other skills required to secure and retain success.
4. Coordinate various students' services with appropriate agencies.
5. Plan and organize career fairs and meet all schedules and necessary timelines.
6. Plan and facilitate parental informational meetings.
7. Develop and coordinate Dual Credit and Advance Placement programs.

Counsel:

8. Conduct classroom activities or presentation in collaboration and with the assistance of classroom teachers.
9. Assist students in educational, career, vocational, and social development.
10. Provide information regarding universities, colleges, scholarship opportunities and other student growth activities.

11. Is familiar with various counseling models for improvement and implementation of career guidance services.
12. Utilize records relevant to the counseling function and uses information which may facilitate goals identification and responsible decision-making by students.
13. Counsel individual and small groups of students.
14. Use an effective referral process for assisting students and families.
15. Serve as an effective liaison between the home, school and community agencies.
16. Attend and participate in campus and district staff development activities.
17. Attend other workshops, in-service training and conferences related to educational development.
18. Perform such other guidance and counseling related duties as may be assigned by the coordinator for Instructional Services and/or the campus principal.
19. Serve as a positive role model for peers and students.

Assessment:

20. Participate in on-going research and evaluation to measure the efficiency and effectiveness of the college preparedness program and services.

Policy, Reports and Law:

21. Comply with policies established by federal and state law, State Board of Education rule and local board policy.
22. Adhere to ethical, legal and professional standards.

Other

23. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
24. All duties assigned must meet federal and state standards, district policies and procedures related to activities in compliance under Federal Program requirements.
25. Maintains a professional level of confidentiality concerning personnel and students.
26. Upholds and adheres to safety rules and policies of the CISD safety program.
27. Supports the goals and objectives of the school district and follows district policies.
28. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
29. Performs any other duties as assigned by the appropriate supervisor.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy and procedure. Work with frequent interruptions; maintain emotional control and professionalism. Repetitive hand motions; prolonged use of computer. Frequent district-wide travel; either from one campus to another or going to students' homes and occasional prolonged and irregular hours. Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures.

Print Name

Employee's Signature

Date