



COLLEGE AND CAREER ADVISOR

QUALIFICATIONS:

- Must be working towards a valid Professional Educator License with a School Counseling/School Support Personnel Endorsement and be able to verify enrollment in an approved school counseling master's program
- Experience with work placement for high school-aged students
- Must possess a Bachelor's Degree from an accredited college or university
- Experience involving grant coordination is preferred
- Experience working with the business community is preferred

REPORTS TO:

- Director of Bloomington Career Academy

JOB SUMMARY:

- Coordinate transition activities linked to the Perkins initiative and other grant activities as assigned by the Director of the Bloomington Career Academy
- To plan, improve, and coordinate vocational and academic student support services and programs, and transition activities
- Help member school districts establish and report data on ISBE College and Career Pathway endorsements

PERFORMANCE RESPONSIBILITIES:

1. Write competitive grants (all aspects, including abstracts, narratives, job descriptions, and budgets)
2. Assists in planning and implementation of special grant projects and liaison activities with local businesses and community representatives, and also works closely with adult education and post-secondary staff
3. Serves in the capacity of Coordinator for the Workforce Investment Act, In-School Youth Grant, including completing required paperwork such as intake forms, exit forms, social service referrals, daily logs, and activity forms
4. Acts as a liaison between school district personnel and consultants on the development of Education-to-Careers transition systems within the BCA
5. Serves as a liaison between Career and Technical Education staff, Regional Vocational System personnel, school counselors, social services agencies, community colleges, and employers within the Education for Employment System to coordinate efforts toward increasing work-based learning and dual credit
6. Provides a system of reporting specified information needed for assisting in the transition to work activities and public relations purposes for BCA programs
7. Tracks data trends in college attendance, matriculation, and service learning hours
8. Establishes positive ongoing working relationships with area businesses through on-site visits and phone calls
9. Assists the Regional Vocational System in preparing to implement College and Career Pathway Endorsements
10. Supports districts in administering and creating systems to use data from career interests, skills surveys, and inventories completed by students in the Education for Employment region
11. Assists member districts with career counseling, career planning, and assessment
12. Maintains contact with other school districts and professional associations for the exchange of information and the development of new ideas and methods to improve the efficiency and effectiveness of the BCA transition activities
13. Contacts Home School counselors concerning absences, grades, social/emotional concerns, etc
14. Assists in planning opportunities for members of the business community to interact with BCA programs, such as guest speakers, field trips, job shadowing, and internships
15. Assists in planning and coordinating career education, activities, and events for students in grades 6-12
16. Assists in coordination for the Career Expo, Preview Nights, recruiting events, Business Recognition Breakfast, Open Houses, Technical Honor Society, Counselors Meeting, and other events as needed
17. Oversees the partnerships/recruitment efforts with representatives from the military
18. Promotes the Career Academy through recruitment at school, community events, and Career Academy tours
19. Works individually with students on college/career planning
20. Liaison to community college partners for dual credit courses
21. Educates students on dual credit and AP offerings to assist in college opportunities
22. Coordinates the planning and delivery of student support services consistent with grant and program activity goals (examples: identification of learning needs, student assessment, academic assistance, transition services, outreach, and recruitment)



23. Treats personal student information, parents, and staff members confidentially and ethically by discussing such personal information only with individuals having demonstrable educational interest in the student
24. Provides individual and group interventions for students in crisis or dealing with mental health issues/challenges
25. Provides support services for individual student needs as they arise, including but not limited to study skills and organizational techniques
26. Participates in professional meetings and organizations associated with grant and program activities, including vocational, state, regional, and local meetings
27. Works closely with key school personnel, including teachers, special education staff, guidance counselors, and administrators, to support the learning needs of students and meet the goals of specified grants and programs
28. Maintains accurate, complete, and punctual records as required by law, District Policy, and administrative directive
29. Maintains communication and positive working relationships with colleagues, schools, community, students, and parents
30. Adheres to District 87 policies and procedures, as well as the policies and procedures of Bloomington Career Academy and the McLean-DeWitt Regional Vocational System, and participates in the development of policies and procedures when called upon
31. Completes other duties as assigned by the Director of the Bloomington Career Academy

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.