

Franklin Township Community School Corporation



Job Description

JOB TITLE: College and Career Readiness Secretary

NWS POSITION #:

REPORTS TO: Assistant Principal for College and Career Readiness and Director of School Counseling

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified

JOB GOAL:

The College and Career Readiness Center Assistant provides administrative and operational support to the College and Career Readiness Center. This role is essential in helping students access the resources and guidance they need to make informed decisions about their educational and career paths. The Assistant works closely with the College and Career Readiness Counselors, school counselors, students, parents, and other school staff to ensure the smooth functioning of the center.

PERFORMANCE RESPONSIBILITIES:

1. Administrative Support:

- Assist in managing daily operations of the College and Career Readiness Center, including maintaining schedules, coordinating appointments, and organizing files.
- Handle phone calls, emails, and other inquiries, providing information and directing students and parents to appropriate resources.
- Prepare and distribute materials for workshops, college fairs, career events, and other activities.
- Maintain accurate records of student interactions, program participation, and resource usage.

2. Student Assistance:

- Provide students with information about college admissions, financial aid, scholarships, and job opportunities.
- Facilitate and track student completion of 21st Century Scholars requirements.
- Assist students in navigating online resources for college and career exploration.
- Guide students in scheduling meetings with the College and Career Readiness Counselors.

3. Event Coordination:

- Help organize and set up events such as college and career fair, career chats, career discovery meetings, military visits, and campus visits.
- Coordinate logistics, including venue preparation, materials distribution, and communication with participants.
- Assist in promoting events through flyers, emails, and social media.

4. Collaboration and Communication:

- Work closely with the College and Career Readiness Counselors to support the implementation of college and career readiness programs.
- Communicate with teachers, counselors, and other school staff to ensure students receive necessary support.
- Collaborate with local businesses and organizations to facilitate College and Career Readiness initiatives.

5. Data Entry and Reporting:

- Input and manage data related to student activities, program outcomes, and center usage.
- Maintain confidentiality of student records and sensitive information.

QUALIFICATIONS:

- High school diploma or equivalent.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office equipment.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Associate's degree or some college coursework.
- Previous experience in an administrative or support role, preferably in an educational setting.
- Knowledge of college admissions processes, career planning resources, or experience in a school setting.

PHYSICAL REQUIREMENTS:

1. Seldom = Less than 25 % 2. Occasional = 26 to 50 % 3. Often = 51 to 75 % 4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time. (3)
- Ability to lift 25 lbs. (2)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (3)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The FTCSC will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

184 Days

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____