POSITION TITLE: Project Explore Advisor

CONTRACT LENGTH: 12M

DATE: 07/02/18

DATE OF LAST REVISION: 07/02/18

JOB CODE: AC1315

SAP 30009104

PAY GRADE: 27

FLSA EXEMPTION STATUS: E

JOB FAMILY: - Academics

JOB SUMMARY
Works under the Project Explore Manager to promote early college and career awareness at primarily the middle school level and to a lesser extent elementary and high school levels. Engages students, parents, teachers, counselors and other key stakeholders to accomplish such goal. Coordinates and implements after-school and summer programming with targeted experiences and skill building to equip students as they navigate high school and post-secondary choices.

MAJOR DUTIES & RESPONSIBILITIES

1. Implements and evaluates a comprehensive college and career readiness exploration program to address the needs of all targeted students and their parents/guardians.

2. Engages campus stakeholders in creating a college and career readiness culture.

3. Recruitment of students for the Project Explore program.

4. Provides 1:1 advising on selecting an endorsement/career pathway, school choice, graduation requirements and post-secondary options through the development of the students’ experience creator (academic plan).

5. Teaches outlined College and Career Readiness curriculum.

6. Coordinates and delivers after-school and summer programming, including college & Industry visits, planning of summer program application/matriculation in partnership with Discover U, and campus wide College and Career Day Event.

7. Collaborates with individuals with similar roles at other campuses to plan curriculum implementation, to share best practices and resources to maximize students’ outcomes.

8. Ensures the effective use of data to inform priorities on campus, including student meetings.

9. Attends professional development to develop industry awareness and stay abreast of changes in careers and college admission requirements.

10. Performs other job duties as related
# Houston Independent School District
## Job Description

**EDUCATION**
Bachelor's Degree

**WORK EXPERIENCE**
2 to 5 years
2 to 5 years of professional experience in an academic setting strongly preferred. Experience in student counseling, teaching, or college admissions also preferred.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office, office equipment (e.g., computer, copier)
- Strong familiarity with college and financial aid processes
- Bilingual (Spanish, Vietnamese or other) highly valued
- Exceptional interpersonal skills, able to relate one-on-one and in groups with confidence and poise
- Ability to provide critical and constructive feedback to effect immediate change
- Highly analytical, able to interpret data and weigh multiple options
- Strong communicator, ability to write clearly and analytically
- A problem solver, able to prioritize multiple scenarios
- Ability to model research-based teaching strategies
- Self-starter, flexible, able to adapt and adjust quickly to changing situations and needs

**LEADERSHIP RESPONSIBILITIES**
No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
*Information sharing* – gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
- Ability to carry and/or lift up to 45 pounds.