



JOB DESCRIPTION

COLLEGE & CAREER COORDINATOR

April 2026

Position Type:	Certified
Reports To:	Building Principal(s) & Executive Director of Secondary Education
Department:	Secondary Instruction
Salary Structure:	Administrative
Contract days:	208
Overtime Status:	Exempt
Job Number:	323
Security Access:	Full Site Access

POSITION SUMMARY

The College & Career Coordinator works under the direction of the site principal(s) and the Executive Director of Secondary Education, and provides support and resources to help guide students in the area of college and/or career readiness. This person will perform varied technical duties related to the operation and maintenance of the College & Career Center at Muskogee High School. They will provide information and assistance to students concerning college, vocational, and career opportunities utilizing the College & Career Center resources. They will meet with or facilitate a meeting with every student, 9th through 12th grades, to discuss college and career options; work closely with teachers, administrators, and parents to ensure students are progressing towards graduation; attend monthly counselor PLCs with all counselors in the district; and, work with all counselors (K-12) to ensure appropriate career planning programs are being delivered at each site.

QUALIFICATIONS/JOB REQUIREMENTS

- Master's degree
- Valid Oklahoma Department of Education Administrative Certification
- Five years of experience working in diverse school environments
- Must be committed and dedicated to the District's mission, vision, and goals
- Must comply with FERPA guidelines
- Must be able to maintain a positive work environment with district staff; students; parents and the community
- Must be able to work collaboratively to ensure all expected outcomes and goals are achieved
- Must possess excellent time management skills; balancing an extraordinary number of competing priorities; managing multiple projects simultaneously and keeping within designated deadlines
- Must be organized
- Excellent interpersonal skills; providing leadership and vision to staff; ability to motivate, persuade, and build consensus among colleagues

- Use of judgement that is in the best interest of students, parents, staff, and the district
- Ability to work in a fast paced environment while maintaining a high level of professionalism

DUTIES/RESPONSIBILITIES

- Organize, update, and display materials in the College & Career Center about colleges and careers, including research, educational, and/or career opportunities and provide students with information.
- Conduct career and college center orientations for students and staff and provide information regarding occupational programs, the College & Career Centers' services, and other post high school opportunities and inspire students to attend public and/or private colleges by establishing the College & Career Center with displays and information packets for students to access daily.
- Provide a schedule for 1:1 informational appointments to students and meet with students to ensure that they are aware of information.
- Aid students in analyzing results from the ICAP interest survey and help them evaluate their career options, interests, abilities, progress, expectations, and goals.
- Collaborate with community business and industry partners to create opportunities for internships, job shadowing, and apprenticeships.
- Serve as a liaison between the school and community resources.
- Work with teachers, counselors, and other district personnel in a variety of activities and events promoting college and career development, including, but not limited to career exploration visits, speaker presentations, workshops to families, workshops for students, college visits, college night, parent nights, or other post-secondary planning events, etc.
- Plan, implement, and unleash scholarship and other financial support tools so students can access resources and hold informational meetings and events (in partnership with other staff at the school) about financial aid, college materials, applications, online registration, scholarship, and test deadlines.
- Support in assessment endeavors, such as ACT, SAT, and WorkKeys preparation and registration.
- Perform related clerical functions (input student data, maintain database of student participation in college/career opportunities, copying, faxing, answering phones, etc.) to support teachers and/or administrators in providing records/materials when required by district.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Organize and implement tiered marketing and outreach efforts for special populations and provide outreach materials to families and students. Connects students and families to community resources where needed.
- Attends and participates in meetings, training, and conferences as assigned.
- Individual and/or small group case management for students and families to ensure effective wrap-around services and support.
- Aid in concurrent enrollment and Early College High School enrollment
- Supervise students while in the College & Career Center.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

WORKING CONDITIONS

The following physical activities are necessary to perform one or more essential functions of this position:

- Frequent sitting for prolonged periods of time

