

ACADEMIC, COLLEGE & CAREER ADVISOR

DEFINITION

Under general supervision of the appropriate administrator, this position provides services that assists students in increasing their academic skills and identifying a path to community college, vocational training and/or a specified career pathway.

DUTIES AND RESPONSIBILITIES

- On a continual basis, communicate with staff, students and their families.
- Coordinates and facilitates career planning and post-secondary education and training.
- Assist students in planning school to career transitions, higher education application processes, scholarships and technical/professional occupations. Monitors and tracks student progress.
- Assist students with transcript and prerequisite evaluations, registration, transfer and career goals, orientation, dual enrollment, course scheduling, education plans, distance advising, basic financial aid questions
- Provide information and resources to staff, students and parents related to career planning and college information.
- Maintains and continually updates information center library with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs, and newsletter of interest.
- Facilitates individual and small group meetings with students about post-secondary options for career, training and higher education.
- Facilitates focused programs such as those for technical and professional careers, school to career, and for students with special needs.
- Initiates relationships between students and community partners. Promotes job shadowing and mentoring opportunities. Works with businesses and other community agencies to maintain active links to job markets.
- Provides information about scholarships and assists students in completing application forms. Develops and maintains up to date lists of financial aid and other resources available to students
- Prepares career and college flyers and newsletters to distribute to students, teachers, and parents. Prepares and delivers informational presentations to classrooms, student groups and parent organizations.
- Schedules speakers, college representatives, and recruiters. Maintains a calendar of scheduled events, speakers and career fairs.
- Updates web pages for career, college and related interests.
- Disseminates information about jobs and mentoring programs.
- Performs other duties as assigned that support the overall objective of the position.
- Facilitate the achievement of students educational goals including orientation, tutorial services, and extracurricular activities such as field trips to college campuses and personal enrichment workshops

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- Serve as the advisor for students in career technical education and monitor and track CTE hours for independent study students
- Provide individualized training in the area of job readiness, such as but not limited to, job applications and resumes, interview skills and professional dress and language.
- Monitor and facilitate interventions for students in need of support
- Establish graduation plans for students and monitor progress towards completing all graduation requirements.
- ELPAC coordinator for school
- Student council/government advisor
- Performs other duties as assigned that support the overall objective of this position

MINIMUM QUALIFICATIONS

Education and Experience

Completion of two years of college (60 semester units) with major course work in administration, psychology, career planning, social science, or related field. Or an equivalent combination of education or experience, plus one year of recent responsible work experience in academic advising, graduation requirements, college entrance requirements and scholarship information.

Knowledge

Working knowledge of occupational resources and opportunities. College admissions, post-secondary careers and training.

Skills and Abilities

Requires well-developed knowledge of and skill to use English grammar for professional correspondence and reports. Human relations skills to make in-service presentations to student and parent audiences and to facilitate discussions with students and parents.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard, sufficient visual acuity to recognize words, letters and numbers, speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 25 pounds) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending. May be engaged in work of primarily sedentary in nature. Requires ambulatory ability to sit for extended periods of time.

Licenses and Certificates

Valid California Driver's License

MPH

07/05/19