Job Description

Job Title: College & Career Specialist  
Supervisor: School Counseling Director
Job Classification: Non-Exempt

Job Summary

College and Career Specialists coordinate the college readiness program and support work of the school counselor by meeting with students and parents individually and in groups to assist with career planning and the college entry process including scholarships and the financial aid process. Must be able to work a flexible schedule which may also include occasional weekend and evening hours. College and Career Specialist work a maximum of 20 hours per week at a pay rate of $12.94 per hour.

Essential Duties

1. Construct junior survey and senior survey to collect useful information to assist students in developing a postsecondary strategy
2. Active participant and presenter for the Senior Family workshop and the Junior Family workshop
3. Plan ASVAB testing, maintain list of potential testers with assistance from counselors advertise, arrange for location, contact military for proctors, send passes for students, provide information on preparing for ASVAB, assist provided tester, supervise students testing. Arrange for follow up interpretation.
4. Member district Planning Committee for Super Saturday (Financial Aid workshop) and staff
5. College Application Week (CAW) district planning committee and lead Woodside program
6. Participant College Night in Virginia
7. Solicit, and follow up with “finding” students for special programs i.e. volunteers, various leadership opportunities, and other local or out of area programs
8. Head the Nomination Committee, Provide committee members with nomination information coordinate nominations for scholarships and special programs, also contact other related areas for recommendations
9. Work with potential college athletes, assist with NCAA registration, NAIA, and assist students interested in the pursuing college athletics.
10. Lead for Career Inventory +/- Skills Inventory for all 9th and 10th graders (VA Wizard)
11. Plan and Implement an assembly for our uncommitted seniors in April or May to assist them in finding appropriate post-secondary direction and/or coordinate Woodside students for off-site uncommitted program
12. Member Planning Committee for end of the year Awards Program. Coordinate scholarship portion including solicitation of presenters
13. Member of the Graduation planning team
14. Provide data to principal for graduation speech
15. Designated Selective Service contact
16. In coordination with guidance secretary provide midyear and final transcripts for postsecondary destinations of seniors.
17. Assist Director of School Counseling with coordination of students in Service Learning Program
18. Assist with additional duties/committees as requested

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**
A Bachelor's in education or a related field. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with students, adults and other professional staff. A vast knowledge of computer skills including college, career, and scholarship searches is essential.

**Working Conditions & Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** School Counseling Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. A College & Career Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Guidance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

Supervisor ___________________________ Date __________

I acknowledge that I have received and read this job description.

Employee Name (Print) ___________________________ Signature ___________________________ Date __________