

SECTION I: GENERAL INFORMATION

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| Classification Title: Career Advisor | Department: | Unit: Unaffiliated |
| Immediate Supervisor: High School Principal | Grade Placement: | FLSA Status: Non-exempt |
| <p>Job Summary:</p> <p>Under the direction of the Building Principal, the Career Advisor is responsible for organizing and coordinating the activities of the Career Center in providing assistance and information to students in post high school planning. Duties include providing career and college entrance information; providing advice and recommendations for transition after high school; planning and organizing college events and tours; assisting students with interviewing skills and setting job shadowing experiences; maintaining and communicating scholarship opportunities; and maintaining the Career Center web page.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p> | | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| <ol style="list-style-type: none"> 1. Provides 1:1 career and college information and planning assistance to students. <ul style="list-style-type: none"> • Meets individually with students to finalize post secondary plans. • Gives guidance, advice and recommendations regarding the transition after high schools. • Makes presentations in 10th Health and 11th Grade Economic classes regarding career, future planning and information in the Career Center. • Coordinates the daily operations and schedules all activities of the Career Center. 2. Plans, organizes and conducts college events and tours. <ul style="list-style-type: none"> • Schedules college admission representatives and military recruiters to visit students. Coordinates and promotes college and career events and other activities. • Coordinates and makes plans for the annual college fair. • Co-coordinate the annual 10th Grade college tours. • Plans and organizes other college visits/tours or activities, as appropriate. • Coordinates the annual MN College Goal Event. • Chaperones trips, job shadows, college and tours 3. Maintains current state and national scholarship lists. Creates, maintains and distributes local scholarship list, database and applications. 4. Organizes, files and displays career and college materials and updates Career Center bulletin boards. 5. Sets up building-wide testing procedures and protocols for MCA. <ul style="list-style-type: none"> • Schedules students to room assignments for testing during the school year. • Sets up assessment meetings with appropriate school personnel. • Organizes students and proctors MCA testing materials. • Plans and organizes logistics and scheduling of testing dates. • Stores testing materials in a secure location and follows all ship back procedures mandated by MCA. |
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- Communicates testing information to staff, parents, students and district administration.
6. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | |
| less than high school diploma | | Major field of study or degree emphasis: | | |
| High school diploma or GED. | | | | |
| 1 year college | x | | | 2 years college |
| 3 years college | | | | 4 years college |
| 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: | | |
| 2nd year graduate level | | | | |
| | | | | |
| <ul style="list-style-type: none"> • Knowledge of career and occupational resources, industry trends and opportunities. • Knowledge of college entrance requirements and procedures. • Knowledge of scholarship opportunities, sources and financial aid programs/processes. • Knowledge of business productivity software and applications. • Fundamentals of vocational and career research tools and methods. | | | | |
| Required Work Experience in Addition to Formal Education/Training: | | | | |
| No prior experience required. (No information provided in PDQ and no sign off) | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required: Requires a MN Drivers License. | | |
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | | Skilled in: | | |
| | | <ul style="list-style-type: none"> • Presentational and speaking skills before groups concerning career center functions, services and events. • Organizational skills in planning and implementing a variety of career/college events, activities and programs. • Interviewing and working closely with parents, students, staff and community in assisting individual students in career planning and post high school plans. • Discretion and judgment in providing advice, guidance and recommendations to parents and students concerning career and post high school plans. • Performing and conducting various public relation activities to promote and/or create college scholarships; promote community/business involvement in job shadowing and career assistance; and working closely with college/military recruiters. • Time management skills. • Ability to work independently and perform responsibilities with minimal direction and oversight. | | |

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

| Amount of Time Spent | | | | | Amount of Time Spent | | | | |
|-------------------------------------|------|----------|------------|----------|--------------------------|------|----------|------------|----------|
| Physical Activities | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 | Lifting/Forcing Exerting | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 |
| Stand | | x | | | Up to 10 lbs | | | | x |
| Walk | | x | | | Up to 25 lbs | | x | | |
| Sit | | | x | | Up to 50 lbs | x | | | |
| Use hands to finger, handle or feel | | | | x | Up to 100 lbs | x | | | |
| Reach with hands and arms | | x | | | Over 100 lbs. | x | | | |
| Climb or balance | x | | | | | | | | |
| Stoop, kneel, crouch or crawl | x | | | | | | | | |
| Talk or hear | | | | x | | | | | |
| Taste or smell | x | | | | | | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job. Job involves sitting much of the day.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

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| OUR MISSION | <i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i> |
| CORE VALUES | <p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential. |
| MISSION OUTCOMES | <p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity. |
| STRATEGIES | <p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes. |
| STRATEGIC DELIMITERS | <p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas. |

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 5/2016 BCC