

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

COLLEGE and CAREER ADVISOR

BRIEF DESCRIPTION OF POSITION

The college/career counselor serves as a member of the guidance team to establish career paths linking high school students with postsecondary schools and the business community. Working with the educational advisors, teachers, students, parents and district staff, the college/career counselor has primary responsibility for developing specialized programs in business internships, career development, college counseling, financial aid and scholarships.

GOALS OF EFFECTIVE PERFORMANCE

- Promote an educational program that prepares students to be successful in the world of work
- Create an environment where adults and students are part of a learning community
- Emphasize high academic expectations for all students
- Integrate school to career planning with the regular curriculum
- Coordinate programs that meet the needs of students of all ability levels and interests
- Provide a liaison between the school, business community and postsecondary institutions

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Supervise the career and college guidance programs
- Develop specialized programs in career education, financial aid, college planning for students of various grades, ability levels and needs
- Confer with parents on career education, financial aid, and college planning
- Work with educational advisors on the interpretation of assessment data and test scores for parents, students and staff
- Coordinate with educational advisors and staff to establish a sequential learning program for students in career development
- Establish and chair a Scholarship Committee to oversee student scholarship folders and community contacts

- provide parent assistance with financial aid and scholarships
- Establish linkages with postsecondary schools including community colleges, private trade and technical institutions and four-year colleges and universities. (Such linkages may include written articulation agreements, advanced placement opportunities, shared faculty and facilities, training internships, dual credit courses, tutoring and mentoring)
- Serve as a liaison between school, Regional Occupational Center and business community
- Support the expansion of Tech Prep programs offered at the high school
- Remain current in new developments in career education, interdisciplinary programs, career pathways, partnership academies and technology

REPORTS TO: Vice Principal

QUALIFICATIONS:

- A valid California teaching credential OR Pupil Personnel Services credential
- Business experience OR experience with college and career counseling
- Technical skills: data base, word processing, Internet
- Strong written and verbal communication skills

DESIRED QUALIFICATIONS

- Teaching experience at secondary or postsecondary level
- Familiarity with secondary educational reforms and curriculum frameworks
- Grant writing experience
- Able to accommodate work schedule to student and parent availability
- Counseling experience
- Demonstrated knowledge of post secondary education

Adopted: 6/28/95