



401 N Canyon City Blvd | Canyon City, OR 97820-6111

Title: Career Coordinator

Position: LICENSED

MINIMUM QUALIFICATIONS: Maintain a current Oregon Teaching License.

REPORTS TO: GU JR/SR HIGH SCHOOL PRINCIPAL

JOB SUMMARY: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their fulfillment as mature and responsible men and women.

JOB REQUIREMENTS: The career Coordinator assumes specific responsibilities delegated by the principal. Major responsibilities include but are not limited to assisting students in their adaptation to the school environment and guiding them in making appropriate social, academic, and career choices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties assigned by the Building Principal and:

Guiding Students:

- Guide individual students on matters of a personal, social, and academic nature.
- Assist students in planning a realistic educational program for four years compatible with their abilities and goals.
- Guide with students referred by teachers, administrators, and/or parents in matters of personal, social and academic adjustments.
- Meet with groups of students with common interests to relay information and obtain feedback on potential solutions to an individual student's problems.
- Keep students advised of their academic progress and continually update and re-evaluate their program to meet current needs.
- Assist in the coordination of the advisor/advisee program.

Testing:

- Schedule and set up test dates for the PSAT, SAT, ACT, etc.
- Assist with the District's testing program at the secondary level.
- Interpret test results for students, parents, and faculty.

Record Keeping:

- Maintain current cumulative files and transcripts.
- Check records on credits and hours for new and transfer students as well as currently enrolled students for fulfillment of graduation requirements.
- See that grades are recorded.
- Coordinate applications for early graduation.
- Maintain drop out records and follow-up information as required by the State of Oregon.

Scheduling:

- Formulate, with the assistance of the Principal, a master schedule for classes.
- Disseminate advance information as to the scheduling process for teachers and students. Conduct pre-registration of students for the assigned building.
- Schedule secondary students into classes.
- Guide individually with students with special scheduling programs such as health, motivation, attitude and work experience.
- Individually work with students who have schedule conflicts to obtain the best possible program.
- Plan all necessary forms and information to introduce students to the high school.

Career Education:

- Work closely with teachers in supporting the career education program of the District including guiding the Senior Project.
- Help students make decisions with regard to their own career plans.
- Help teachers disseminate and interpret career information.
- Manage and coordinate the advisor/advisee program.

Post High School Education:

- Gather and maintain information files, catalogs and brochures for vocational schools, 2/4-year colleges, apprenticeships and the military.
- Arrange for visitations from college and technical schools to Grant Union.
- Arrange for individual student visitations to colleges and technical schools.
- Keep financial aid information current, organized and available to students, parents, and faculty.
- Assist students in application for scholarships, FAFSA Application, grants in aid, etc.
- Advertise and update scholarship information on social media sites including web pages
- Assist students in applying for post-secondary programs.
- Send transcripts to other schools for students as requested.
- Liaison for work-study.

Follow-Up Studies:

- Make questionnaires and assessment instruments to distribute and collect from graduates at 1,3, and 5- year intervals.
- Help interpret assessment material for curriculum revision.

Orientation:

- Plan and implement 7th grade and 9th grade orientation for students and parents.
- Make all new schedules.

Other:

- Participate or lead task force committees as assigned by the building principal.
- To perform any other task, related to guiding, which may be assigned by the building principal.

EVALUATED BY:

Evaluation of this job will be done annually by the secondary principal in accordance with provisions of the District Policy on Evaluation of Staff/GCN/GDN.

TERMS OF EMPLOYMENT: Work year and extra-duty salary and benefits as negotiated with the Board of Directors. Up to 30 additional days as per CBA which will be paid based on per diem rate.

This job description is to be used as a guide and may be changed or updated at any time. It is in no way intended to serve, in part or in whole, as an offer of employment or an employee agreement.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

REVIEWED AND AGREED TO BY : _____

DATE: _____
