

# VACANCY

## College & Career Counselor (1.0)

**Starting: Approximately February 25, 2019**

**CERTIFICATION REQUIRED:** School Counselor Certification.

**POSITION SUMMARY:** Reports directly to the Principal. The College Career Counselor's mission, in partnership with the building administrators and guidance counselors, is to promote and create a college-going and career readiness culture in the school district's high school. This individual will ensure that all high school students will have the means, opportunity and preparation to succeed in post-secondary education, at either a two or four year college, a career, or in military service. This individual will provide support high school students in their efforts to identify educational and vocational objectives and guide students in their college search, selection, and application. They will work to ensure students are on the right the correct academic track and cultivate and foster positive working relationships between higher education partners and the school district, so as to build strong partnerships that will assist students in their efforts to attain career goals. Another key goal for this position would be to help students who are not enrolled in BOCES to earn their CDOS credential.

**ESSENTIAL DUTIES:**

1. Knowledge and skills necessary to maintain complex databases.
2. Ability to travel and visit sites outside the Union Springs area and conduct home visits.
3. Ability to communicate and establish working relationships with area employers, college admission and financial aid offices.
4. Assist with job-related issues; such as finding work, setting career goals and dealing with on the job stress.
5. Skills to sponsor information events and attract students and parents to participate.

**JOB RESPONSIBILITIES:**

- Primary responsibility for matching high school graduates with appropriate post-high school experience.
- Assist students and parents in understanding the college admission and financial aid processes by providing access to current, clear, and concise information concerning the wide-range of post-secondary educational opportunities available, entrance requirements, financial aid, curricular offering, costs, admission and financial aid deadlines, and the variety of early admission and early decision programs available.
- Assist students in the acquisition, evaluation, and appropriate use of information, including college guidebooks and catalogs, computer-based guidance systems, and college videos.
- Encourage student and parent participation in college fair programs, admission and financial aid workshops, and related programs.

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- Assist students in selecting and registering for appropriate college admission tests, and in interpreting resulting test scores and their influence on the admission process.
- Assist students with developing a personal timeline or calendar for completing the tasks associated with the college admission process.
- Encourage students to visit college campuses, if possible, to gain firsthand information from admission and financial aid representatives, observe classes, and interact with faculty and students.
- Encourage student participation in on-campus pre-college enrichment programs.
- Develop and disseminate a school profile for use by colleges and universities.
- Work with college admission representatives to schedule visits to the school so that students will have opportunities to explore a variety of options.
- Advocate on behalf of students via letters of recommendation and personal communication with college representatives.
- Provide a supportive environment for students and parents and work to eliminate or reduce unnecessary anxiety too often associated with the college admission process.
- Assist students in dealing with difficult situations such as college admission and/or financial aid denials and in developing alternative strategies should this occur.
- Assist students and parents with preparation for the separation process that will occur in the school or college transition.
- Maintain current information on financial aid and scholarship applications.
- Establish and maintain a College/Career Center.
- Maintain records and statistics in support of the College/Career Center.
- Have complete responsibility for the submissions of all college applications and letters of recommendations.
- Publicize and administrate all college testing (ACT, SAT, SATII, ASVAB, PSAT Achievement Tests, etc.).
- Provide help sessions for students on preparing for college admission tests and disseminate information on private test preparation program. Coordinate or run SAT test prep programs/courses.
- Liaison for all college credit programs.
- Organize College Panel Presentation.
- Organize College/Career Nights; attend National College Fairs, etc.
- Set up job shadowing opportunities
- Organize school to work fairs, and internship opportunities
- Perform all other duties as assigned.

**SALARY, HOURS & BENEFITS: Per Teacher's Contract.**

Qualified candidates should send letter of interest,  
resume' & copy of certification to:

**Superintendent Jarett Powers  
Union Springs School District  
239 Cayuga Street  
Union Springs, NY 13160  
(315) 889-4100**

Posting Date: 2/5/19  
**Deadline: 2/12/19**