

JOB TITLE	DEPARTMENT	REPORTS TO
District College and Career Advisor	Office of Teaching & Learning	Coordinator of Guidance & Advisement

Position No: 61212	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 5/31/22
FSLA: Exempt	Date Revised:

JOB GOAL
The District College and Career Advisor promotes college and career awareness and access through advisement, counseling, and communication regarding postsecondary options, financial aid, and career pathway exploration. Time will primarily be spent working directly with students and families.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. An earned master's degree from an accredited institution in Guidance and Counseling. 2. Minimum of (3) years of experience as a School Counselor. 3. Certified in School Counseling through the FLDOE. 4. Demonstrated ability to deliver school counseling program interventions that promote post-secondary opportunities, college and career readiness, and financial aid information. 5. Advanced computer skills and use of software applications appropriate to the position's job responsibilities as required for the position. 6. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. 7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Build relationships with stakeholders to provide community services for families regarding college and career planning. 2. Meet with high school students on campus to provide information on the following topics: <ol style="list-style-type: none"> a. scholarships and financial aid information a) college application support b) college planning c) course advisement for post-secondary planning 3. Provide college application completion workshops with students and parents in the community (churches, community center) and on school campuses. 4. Coordinate college tours with students from various high schools. 5. Provide families with scholarships and financial aid information at each school, district wide. 6. Provide families with post-secondary planning for technical programs and school-to-work programs. 7. Collaborate with school representatives to coordinate college decision day. 8. Create a district scholarship webpage in which families can access to view and apply. 9. Provide video tutorials for parents (college, scholarships, post-secondary opportunities) to post on SLPS website. 10. Provide and coordinate parent workshops regarding dual enrollment for SLPS and at each high school. 11. Provide parents and students with information sessions for FAFSA and other financial aid. 12. Provide workshops with students and parents for FFAA (Bright Futures applications) 13. Track scholarships and report total numbers to district leadership.

14. Develop a post-graduate tracking system to see trends and inform future program needs.
15. Track FL Shines and communicate with schools about curriculum and student needs.
16. Provide "Student Navigator" folders for all SLPS high school students.
17. Coordinate district College, HBCU, and HSI Fairs for all students.
18. Support and collaborate with high school college and career leads on each campus.
19. Support students and families with the dual enrollment process.
20. Participate in professional development that relates to the job responsibilities.
21. Ensure adherence to good safety procedures.
22. Follow federal and state laws as well as School Board policies.
23. Perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.