

BEREA COLLEGE
PEOPLE SERVICES

POSITION DESCRIPTION

Position Title: **College and Career Navigator (CCN) –SCHOOL DISTRICT**

Department: **Partners for Education, GEAR UP**

Title of Immediate Supervisor/Leader to Whom This Position Reports: **College and Career Navigator Coach**

Expected Daily Work Hours: 7:00 am – 4:30 pm *Expected Weekly Work Schedule: M-F occasional evenings and weekends

** College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.*

Workplace Expectations

As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived. Therefore, workers are expected to:

** Exhibit Enthusiasm for Learning
* Act with Integrity and Caring
* Value All People
* Work as a Team*

** Serve Others
* Encourage Plain and Sustainable Living
* Celebrate Work Well Done*

Minimum Qualifications Required: *(please be specific and respond to every question; indicate none if not applicable)*

Education required to ensure success in this position:

- Bachelor's degree is required

Experience that would ensure success in this position:

- Knowledge of college access and success best practices
- Classroom/group management and team building skills
- Understanding of service learning
- Experience in rural schools
- Understanding of first generation, low-income youth
- Experience managing multiple tasks and meeting ambitious deadlines
- Experience within one of the following best practices for college-going:
 - dropout prevention,
 - financial literacy/financial aid,
 - parent engagement,
 - postsecondary education
 - mentoring

Special skills, knowledge and abilities:

- Computer competency -- data entry, word processing, familiarity with Excel or other spreadsheets, experience with Microsoft Office products
- Excellent written and oral communication and presentation skills

License, certification, or registration necessary:

- Valid driver's license
- Background check, including social media check

Physical requirements:

- Ability to work within a high energy school setting all day
- Ability to occasionally lift up to 20 pounds
- Strong verbal presentation skills
- Ability to travel independently if needed

Environmental conditions:

- Work in LOCAL SCHOOL DISTRICT (various positions across elementary, middle, and high)
- Extensive computer use

Ability to operate the following vehicles or equipment:

- Standard office equipment - computer, telephone, fax machine, photocopier
- Motor vehicle – college car and mini-van.

Brief summary of this position:

The College and Career Navigator (CCN) is a fulltime 185 day position in “SCHOOL DISTRICT”. CCNs provide direct services and interventions to a cohort of students by organizing and conducting college access lessons and activities both within and outside school hours. Activities include organizing and sponsoring school clubs, conducting college tours, arranging for job shadowing and mentoring opportunities, and by providing out-of-school-time learning experiences including overnight and weekend activities around leadership, college access and awareness. Twenty-five percent (25%) of the CCN time will be in engaging with parents to promote financial understanding and literacy of college costs and the responsibilities to both the student and family during the educational journey. CCN’s will meet with students and families, individually and collectively, to develop a plan for post-secondary success. The services will vary depending upon the grade level of the students. The CCN will work with families and students for as long, and as intensively, as needed to assist each student in becoming college and career ready, and selecting and adjusting to post-secondary education or a training programs. The College and Career Navigator will monitor individual student data using an Early Warning System to ensure that interventions occur as soon as signs of concern rise (attendance issues, discipline referrals, etc.).

Primary duties and responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate a working knowledge of the GEAR UP goals and objectives
- Plan and implement college access and mentoring services within assigned school district(s)
- Deliver timely and targeted services to students and families
- Coordinate college visits, lead GEAR UP clubs, and/or coordinator field trips with school
- Coordinate the completion of the Individual Plan for each student
- Provide and coordinate opportunities for job shadowing and access to mentoring opportunities
- Incorporate college access components within the assigned school by assisting with classroom instruction and embedding college planning materials with core content
- Help students develop financial literacy, time management and organizational skills, and families to understand the financial aid process, including debt.
- Help students and families to understand high school course selection and placement testing scores that lead to successful college admission
- Maintain accurate records and data, and submit reports regularly

Other roles/ duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

Leadership requirements:

- Does the person in this position directly supervise other staff/team members? No

How many? NONE

- Does the person in this position directly supervise students? No
If yes, how many? NONE

APPROVED BY:

Supervisor: _____

Date: ____/____/____

Staff Member Serving in this Role: _____

Date: ____/____/____

(To be completed by Human Resources Staff)

Position #: _____

Job Family: ____ **Grants** ____

FLSA Status: ☒ Exempt ☐ Non-Exempt

Salary Grade: _____

If changes have been made to the information on this position description, revision date is:

updated 6/30/2018 (stw)