
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: College and Career Navigator (Partners for Education, Gear-Up)

REPORTS TO: Building Principal or Designee
GEAR UP Program Manager, Partners for Rural Impact

SUPERVISES: N/A

BASIC FUNCTION: The College and Career Navigator (CCN) is a fulltime 185 day position. 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.).

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- 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

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Standard office equipment- computer, telephone, fax machine, photocopier
- Computer Competency- data entry, word processing, familiarity with Microsoft Office Products including Excel
- College access and success best practices

ABILITY TO:

- Work within a high energy school setting all day
- Occasionally lift up to 20 pounds
- Travel independently if needed
- Present with strong written and oral communication skills

EVALUATION: Evaluation will be conducted annually by the Principal or Designee

EDUCATION AND EXPERIENCE:

- Bachelor's degree is required
- Experience with classroom/group management
- Experience managing multiple tasks and meeting ambitious deadlines
- Experience in rural schools
- Experience within one of the following best practices for college-going:
 - Dropout Prevention
 - Financial Literacy/Financial Aid
 - Parent Engagement
 - Mentoring
 - Postsecondary Education

LICENSES AND OTHER REQUIREMENTS:

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

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: