

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: CAREER & SUCCESS COORDINATOR

REPORTS TO: School Principal

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

The Career & Success Coordinator will illustrate success with student supports, including academic assistance, transition from GMS to GCHS, and from GCHS to college or career. The Career & Success Coordinator will encourage dual credit registrations with students and assist students with college and career planning.

REPRESENTATIVE DUTIES:

- Recruitment and enrollment of students in dual credit classes.
- Coordinate with external partners on student opportunities once leaving GCS.
- Provide support to students about college readiness and work readiness.
- Provide academic & career counseling to students.
- Submit weekly/monthly updates through social media, school newsletters, and the HS website
- Communicate with school staff on updates, outcomes, and projects.
- Create ongoing partnerships with external and internal partners.

Other Job Responsibilities:

The Career & Success Coordinator will provide:

- Communication and help identify learning experiences with student participants
- Assistance with FAFSA completion with student participants
- Be available to support students with wrap-around services
- Be flexible with daily schedules as it pertains to the needs of the students
- Maintains regular attendance.
- Duty to report to work.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, techniques, strategies, and trends in educational, vocational, career, social, and emotional adjustment counseling;
- Applicable and appropriate aptitude, interest, and achievement appraisal instruments, techniques, and procedures;
- Social service and youth service agencies in the local area;
- Social, emotional, and behavioral characteristics of adolescent students;
- Program evaluation and research techniques, strategies, and procedures;
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests.

ABILITY TO:

- Assist students in effectively analyzing and developing alternative solutions to behavioral, educational, social, and emotional problems and concerns;
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients;
- Effectively deal with site and District personnel, parents, social and youth service agencies in resolving student problems and concerns;
- Effectively participate in the planning and implementation of school guidance and curricular programs;
- Communicate effectively in oral and written form, and as required by the assignment utilize a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or greater