

Vail School District Job Description

Job Title: Post-Secondary Success Coordinator

Department: School

Reports To: Principal

FLSA Status: Exempt

Classification: Classified, Professional Contract

Level: Level 22-BA; Level 23-MA

Created: July 22, 2014

SUMMARY

The Post-Secondary Success Coordinator's primary role is to promote student success by assisting high-school students in pursuing post-secondary options including, admission to colleges, universities and trade schools, researching and securing financial aid and scholarship opportunities, and identifying career goals and employment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides scholarship information to students and parents via school website, newsletters, displays, and flyers; maintains current knowledge of local, state, and national scholarship opportunities.
- Assists students in completing post-secondary school applications.
- Facilitates post-secondary school presentations for parents including distributing school information.
- Promotes students taking college practice and entrance tests, PSAT, SAT I and SAT II/ACT, including providing information regarding the importance of taking the tests, examination fees, waivers, test dates, and test locations.
- Assists students in meeting common school admission deadlines which includes developing and publishing a calendar indicating timelines for completing admission forms, scholarship applications, and other important dates throughout the year; and developing and publishing a list of important deadlines.
- Coordinates student visits to local AZ schools and arranges for school recruiters to make presentations and speak to students regarding opportunities.
- Assists students in college preparation activities including, providing students with strategies for writing successful college entrance essays, facilitating meetings with students and counselors to establish that students have met all college entrance tests and subject requirements, and reviewing student GPA's.
- Assists students in gaining entrance to military academies, and Reserve Officer Training Corps (ROTC) college programs.
- Assists students in completing scholarship applications, and organizes scholarship awards assemblies and presentations.
- Conducts student workshops and in-services (resume building, scholarships, college application process, saving for college etc.).
- Researches career opportunities for students, and assists with employment applications and resume writing process.

- Builds and maintains strong relationships with local community businesses and organizations; employment placement agencies; universities, colleges and trade schools.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Required: Bachelor's degree in social work, counseling, education, or comparable degree from an accredited four-year college or university. Minimum three years experience of relevant duties and responsibilities, or equivalent combination of education and experience. Desired: Master's Degree in social work, counseling, education or a related field.

LANGUAGE SKILLS

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to leadership, district employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to staff, students, administration, parents, and public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain and maintain valid Arizona fingerprint clearance card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.