

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 223
JOB DESCRIPTION
COLLEGE AND CAREER COORDINATOR

Position Title: College and Career Coordinator
Reports to: High School Principal ~~Superintendent~~

Mission Statement of District:

To instruct and assist students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Qualifications:

- 1) Valid and properly registered Professional Educator License, issued by the Illinois State Educator Preparation and Licensure Board, with appropriate endorsement(s) for specific teaching assignment
- 2) Counselor Endorsement or, in the alternative, previous experience within the last five (5) years supporting students with post-secondary admittance exams or previous experience within the last five (5) years in a leadership position (teacher or administrator) ~~within the last five (5) years~~
- 3) Evidence of physical fitness and freedom from communicable disease
- 4) Successful completion of criminal background check

Required Knowledge, Skills, and Abilities:

- Possess effective oral and written communication skills
- Able to comprehend and follow written and verbal instructions
- Physically and emotionally able to perform job responsibilities
- Skilled in the use of office computer equipment, related software applications, and other standard office machines
- Able to gather data, compile information, manage data, and prepare reports and use to improve performance
- Able to make procedural decisions and judgments
- Able to work effectively with a wide range of constituencies in a diverse community
- Able to work independently and collaboratively
- Able to attend to detail
- Able to perform multiple concurrent tasks
- Able to set goals and establish methods for achieving these goals
- Knowledge in content area and accompanying pedagogy
- Knowledge of resources available to best support personal and student growth
- Knowledge of XELLO and Career Explorer

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Responsibilities and Essential Duties:

- Prepare career education and instructional materials for use by teachers and students.
 - a. Assist students in locating and using college/career information.
 - b. Develop and provide workshops, in-service, and/or training for school administration, supervisors, teachers, and other school personnel.
- Provide interest exploration and resources and teach tools such as XELLO and Career Explorer to navigate the career search and application process.
 - ~~—Guide students and others in understanding XELLO and Career Explorer.~~
 - a. Facilitate with counselor the collection of interest inventories, career experiences, and 4-year planning.
- Serve as a general resource for students, parents/guardians, and faculty regarding college admission criteria, data, and programs of study.
 - a. Educate families about college admissions and financial aid and/or scholarship opportunities.
 - ~~—Guide students and their parents/guardians through the college admission process.~~
- Provide special registration assistance to the Rock Valley College Early College Program (RVC) students.
 - a. Visit RVC in person to collect admission and registration materials needed to meet registration deadlines.
 - b. Work collaboratively with RVC Student Services, Financial Aid, and other RVC departments to create a seamless process for high school students and staff.
 - c. Update working documents and spreadsheets to track RVC participants.
 - d. Ensure student applications, registration forms, and other forms are completed accurately and promptly.
- Assist as directed in scheduling and educating students on the opportunities provided through dual credit and Advanced Placement program.
 - a. Ensure the community colleges are provided with relevant agreements, enrollment and registration materials.
 - b. Monitor the progress of students in dual credit and Advanced Placement courses.
- Coordinate, plan and administer national standardized testing programs, including but not limited to, the College Board, ACT, and ASVAB.
 - ~~—Ensure appropriate testing information is relayed to school personnel, parents/guardians, and students.~~
 - ~~—Analyze and interpret standardized test scores for students and family.~~
 - a. ~~Distribute test results as appropriate.~~

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- Plan, organize, develop, and implement career events and publications.
 - a. Prepare letters, flyers, mailers, and other materials to publicize College & Career Center services, resources, and speaker programs.
 - b. Maintain an up-to-date College & Career resource on the high school website.
 - c. Prepare and deliver informational presentations as requested.
 - d. Introduce students to College & Career Center resources and services.
- Educate students and families about financial aid or scholarship possibilities and assist-
 - e. ~~Assist~~ and share financial aid/scholarship information on a timely basis with students and families.
 - ~~Provide reputable financial contacts and resources.~~
- Organize, coordinate, and publicize— career-related events and other opportunities for students to learn about colleges, vocational training and businesses.
 - a. Contact, schedule and arrange guest speakers from the local business community, colleges, and military services to present information regarding specific occupations.
- Coordinate, plan, and implement visits to colleges, vocational schools, and businesses.
- Attend meetings, conferences and seminars regarding career and higher education trends, college entrance and financial aid.
- Seek expansion of college and career services to students/parents through involvement with community agencies.
- Visit different (in and out of state) university support and K-12 initiative offices to learn more- about college resources and programs to serve SVHS -students more effectively.
- Build and maintain relationships with admission professionals.
- Supervise the coordination, planning, implementation, and evaluation of the district's college and career program to support the district's goals.
 - a. Oversee College & Career data collection for use in the annual report and program evaluation provided to the Board of Education.
- Participate in appropriate CTE meetings of regional and local organizations to gather information to be shared with district and school leadership and school personnel.
 - b. Coordinate with CEANCI to develop CTE programing.
- Meet individually with student(s) and parents/guardians to explore and identify appropriate college and career options.
 - a. Assist in developing internships and job shadowing opportunities.
 - b. Communicate regularly with counselees.

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- Prepare and present in events throughout the year sponsored by the College & Career Center, such as evening college Dual Credit Night, Financial Aid Night, Let's Talk College, FAFSA Workshop, etc.
- Work with faculty to integrate college-related skills (i.e., essay writing, interviewing, etc.) into regular curricula.
- Educate students on appropriate interviewing techniques, self-assessment tools, and techniques used in application essays.
- Establish effective and professional rapport with students and parents that earns their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents/guardians, school personnel, and other agencies associated with the school.
- ~~Attend student events to demonstrate genuine interest in the life of the students.~~
- Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming and effective work ethic.
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- Protect confidentiality of records and information gained as part of exercising professional duties in accordance with the law and Board policies.
- Be knowledgeable of and adhere to contractual obligations and the law and regulations, including but not limited to, the Illinois School Code, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures.
- Perform other duties as assigned.

Physical Demands and Work Environment:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Other physical demands of the

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position include: regular bending, squatting, kneeling, twisting/turning/balancing, reaching above shoulder/outward, and typing/keyboarding.

In the work environment, the employee is regularly exposed to video display and regularly works in typical interior/office environmental conditions. The employee works as designated through a collective bargaining agreement. The noise level in the work environment is usually moderate.

Term of Employment: As designated through collective bargaining agreement

FLSA Status: Exempt

Evaluation: Principal

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Job functions are subject to modification.

Non-Discrimination Statement:

Meridian Community Unit School District No. 223 is an equal opportunity employer. The District does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

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