

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CAREER ADVISOR

SALARY SCHEDULE: SSP – 12

QUALIFICATIONS:

- (1) 60 College Credits, Associates Degree or higher.
- (2) Ability to work a flexible schedule, including some evenings and weekends.
- (3) Meet district requirements to drive a school board vehicle.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong oral and written skills. Strong computer and web skills. Candidate must possess strong interpersonal skills working with students, adults, volunteers, business partners and college and career partners. Ability to develop effective working relationships with students, staff, and community. Ability to plan, organize and prioritize activities related to assignment. Ability to work long periods without direct supervision. Candidate must possess a strong understanding of the college/career admission process and requirements. Demonstrate creativity and initiative. Demonstrate social media skills.

REPORTS TO:

Cost Center Head or designee

JOB GOAL

The Advisor will assist in developing student college and career plans. Plans may include a career vision, high school pathway and courses, college programs, degree and career. Students will be able to find a wide variety of resources on colleges, careers, scholarships, financial aid, part-time and full-time employment opportunities, SAT, ACT, and other test registration. The goal is to help students make an informed plan to include career decisions about their post-secondary plans. Plans may include four-year colleges, two-year colleges, technical schools, apprenticeships, military, full-time employment, or gap year opportunities.

PERFORMANCE RESPONSIBILITIES:

- * (1) Organize and provides college, occupational and technical/career program information for all students, faculty, and community
- * (2) Assists students in exploring, identifying, and working toward a realistic career development plan.
- * (3) Conduct information sessions on and off campus.
- * (4) Attend expos, career fairs, chamber events, trade shows and open houses.
- * (5) Assists with initiating and/or updating Educational and Career Plan (ECP).
- * (6) Implements special activities and programs related to college and career education.
- * (7) Encourage student participation in extracurricular activities and technical/career organizations related to their career interests and needs.
- * (8) Assist in the development of program-specific materials appropriate for students.
- * (9) Establish and maintain contact with local businesses, colleges, career centers and business groups.
- * (10) Tests and interpret results of aptitude, interest inventories, and career surveys to establish realistic occupational profiles.
- * (11) Assists students in developing employability skills.
- * (12) Use spreadsheets for creating and updating worksheets used for student records.

CAREER ADVISOR – (Continued)

- *(13) Coordinate and facilitate training of volunteers and community partners to work with student(s).
- *(14) Coordinate college and career center visits and partnerships.
- *(15) Update college and career program information.
- *(16) Assist with:
 - Planning/action timeline
 - High school academic planning to include courses and program pathways.
 - Community service/volunteer opportunities
 - Resume writing
 - Interview tips/practice
 - Bright Futures
 - Upcoming career talks
 - Important SAT & ACT deadlines
 - Volunteer Opportunities
 - Leadership Opportunities
 - Internship Opportunities
 - Scholarship Opportunities for Juniors & Seniors
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Provide for a safe and secure workplace.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Communicate effectively with staff, students, parents, and community partners.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Prepare all required reports and maintain all appropriate records.
- *(24) Follow all School Board policies, rules and regulations.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform related duties as mandated by Cost Center Head.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work week and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated to accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 3

*Essential Performance Responsibilities