



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Administrative

Position Title: Coordinator of College and Career Counseling

Position Level:

Administrative Salary Schedule

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

Supervise and coordinate the district's college and career counseling program to include postsecondary advisement, career pathway exploration, staff development, and department budget in support of the district's goals.

KEY RESPONSIBILITIES

Supervise the coordination, planning, implementation, and evaluation of the district's college and career program to support the district's goals.

Implement a developmental K-Adult college and career program that focuses on educational and career pathway planning.

Serve as a program leader and consultant to college and career counselors.

Interact with national college testing programs such as the College Board and ACT to ensure appropriate information is relayed to school personnel, parents, and students.

Support the coordination of district wide college and career events.

Meet on a regular basis with college and career counselors for the purpose of program development, refinement, and implementation.

Develop and provide workshops, inservice, and/or training for school administration, supervisors, teachers, and school personnel as needed/requested.

Gather, interpret, and maintain information and statistics relating to the programs provided through college and career counseling.

Participate in appropriate workshops and attend the meetings of national, state, regional and local organizations to gather information to be shared with district and school leadership and school personnel.

Coordinate with the Coordinator of Guidance Services in planning comprehensive programming.

Produce bulletins, guides, and/or directories related to the districtwide college and career program and distribute.

Collaborate with the Osceola County Foundation for Education and other local and state agencies to enhance educational opportunities for Osceola County students.

Assist with testing issues including district, state, and college testing.

Articulate with other departments to develop a comprehensive approach to college and career services.

Evaluate the college and career program and services at schools and recommend changes as needed.

Seek expansion of college and career services to students/parents through involvement with community agencies.

Work with supervisors in the evaluation and selection of college and career materials and equipment for new school.

Assist with the articulation of college and career planning from elementary through high school.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Coordinator of College and Career Counseling

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master’s Degree or higher and Certification in School Counseling, Career and Technical Education, Higher Education Advisement or related field
<i>Work Experience:</i>	Minimum of five (5) years of successful school counseling, college and career experience and/or school administrative experience or related field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem-solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department, or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the grant’s annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
TERMS OF EMPLOYMENT	
<p><i>Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 05.17.16; rev. 05.16.23	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.