



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** College and Career Counselor

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 201

**REPORTS TO:** Principal

**DATE REVISED:** 12/09

### **PRIMARY PURPOSE:**

- The College and Career Counselor will coordinate and facilitate successful student transition from high school to college and/or career; as well as support the academic school counselors.

### **QUALIFICATIONS:**

- Master's Degree
- Valid Texas School Counselor's certificate

### **Special Knowledge/Skills:**

- Ability to motivate students.
- Ability to foster a post-high school environment.
- Ability to counsel students regarding post-high school opportunities.
- Knowledge of career and occupational resources, trends, and opportunities.
- Knowledge of college entrance requirements and procedures.
- Strong organizational, communication, and interpersonal skills.

### **Experience:**

- Three years teaching experience Counselor experience (preferred)

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist counselors with the development and monitoring of 4-year plans with students to include college and career preparation.
2. Disseminate information related to preparation for college entrance exams.
3. Gather information from surrounding businesses and industries related to job opportunities in the area and the state; have this information available for students to review and take.
4. Collect recruitment material from colleges and universities and make this available to students.
5. Facilitate college assessment exams.
6. Collaborate with high school counselors to develop a plan for increasing the percentage of students participating in advanced courses each year.
7. Assist the Dean of Instruction in monitoring and tracking CCMR data for state accountability.
8. Conduct annual college and career fairs.
9. Identify and provide financial aid and scholarship information to students and parents.
10. Assist parents and students with the completion of the FAFSA as well as conduct Financial Aid Nights.
11. Assist students with the completion and submission of college and trade school applications.
12. Develop and maintain a cordial, professional relationship with members of the college, university, and business communities.
13. Develop and implement plans to celebrate students achieving academic success and career recognition.
14. Remain visible to students, teachers, and parents as an advocate for higher education and success for all students.
15. Attend meetings with colleges and businesses to determine what they need from our students.
16. Schedule visitations from colleges and military recruiters; organize, coordinate, and publicize career related events and other opportunities for students to learn about higher education and vocational training and preparation.
17. Collaborate with junior high counselors and district CTE staff on programs of study.
18. Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Personal computer and peripherals; standard instructional equipment

#### **Posture:**

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:**

Frequent walking

**Lifting:**

Regular light lifting and carrying (less than 15 pounds)

**Environment:**

Work inside, may work outside

**Mental Demands:**

Maintain emotional control under stress; may work prolonged or irregular hours

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**