



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	College & Career Readiness Facilitator
Payroll/Personnel Type:	11 Month
Job #:	8670
Reports to:	Associate Superintendent of College & Career Readiness
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The purpose of this position is to work within the Office of College & Career Readiness to assist high school counselors with all aspects of A+, college placement assessments, mobile enrollments, and college and career fairs and activities. This position will also assist with students who have dropped out of our high schools.

Essential Functions:

- Coordinate efforts with all high schools related to the A+ Program
- Assist counseling teams with college placement assessments
- Assist counselors with setting up mobile enrollments at their school sites
- Coordinate drop out data and follow up
- Work with College and Career Readiness team members in the development and implantation of a Long Term Strategic Plan
- Assist with dual enrollment efforts and opportunities
- Assist counseling teams as needed with college and career fair activities
- Performs other duties and responsibilities as assigned

Knowledge, Skills, and Abilities:

- We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential
- We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning
- We want people who come with a mindset that is open to a reflective, organizational change management unit who is working relentlessly to improve outcomes and service with and for schools

Experience:

- Experience with high school students and counselors
- Knowledge of college placement assessments and administration
- Familiarity with college mobile enrollment processes

Education:

- Bachelor's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

