

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



Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Date	Immediate Supervisor	Date
D	ate	
		Date Immediate Supervisor

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.