

- Provides information concerning college entrance examinations, assists students with applications and scheduling, and distributes test results.
- Disseminates information about jobs and mentoring programs.
- Initiates relationships between students and community merchants.
- Promotes youth hiring and mentoring programs.
- Trains and provides work direction to office aides.
- Works collaboratively with SSC and the Principal to provide services to students and parents.
- Collaborating with the College and Career Readiness Advisor from ACE or YouthWorks, organizing and overseeing College and Career Information Events.
- May coordinate letters of recommendation for college admission.
- Make phone calls for students with attendance/tardy issues per their intervention plan.
- Monitor students' attendance daily and make phone calls when necessary.
- Confer regularly with school staff regarding students who are chronically absent/tardy.
- Counsel students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant interventions.
- Initiate attendance Tiers of intervention for students with attendance/tardy problems.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate behavior, and an effective work ethic.
- Participate in appropriate professional development and attend all required meetings.
- Performs other duties as assigned by the Principal (or Executive Director) that support the overall objective of the position.
- Serves as the site administrator in the absence of the Principal.
- Serves as liaison for Youth on Their Own (YOTO) to provide monthly progress reports necessary to students' stipends.

MINIMUM QUALIFICATIONS:

- Requires a working knowledge of District registration policies and procedures, graduation, and higher education course requirements.
- Requires knowledge of and skill at using personal computer-aided applications for office productivity, research, and preparation of communications materials.
- Requires considerable knowledge of college admissions and career development resources.
- Requires considerable knowledge of college admissions and career planning.
- Requires well-developed knowledge of and skill in using English grammar.
- Requires well-developed human relations skills to make in-service presentations to student and parent audiences and facilitate discussions with students and parents.
- Requires the ability to provide college and career-related information and assistance to students and the school community.
- Requires the ability to develop promotional materials and write in a professional manner.
- Requires the ability to respond to students from varying backgrounds, including underrepresented, minoritized, and economically disadvantaged populations.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, and calculators.
- Bachelor's Degree or equivalent, supplemented by training in education, guidance counseling, and/or research.
- Possess a valid and current Class One IVP Fingerprint Clearance Card.

PHYSICAL ABILITIES:

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to use computers and accomplish other desktop work, and to move to various locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground-level files.
- Requires manual and finger dexterity to write and use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.

PREFERRED QUALIFICATIONS:

- Master's degree (or higher degree) from an accredited college or university.
- Bilingual
- Valid Arizona Driver's License

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date