

Union Public Schools Job Description

Position Title: College and Career Curriculum Specialist
Department: College and Career
Reports To: Director of Student Life

FLSA Designation: Exempt

SUMMARY: To provide leadership in the development of College and Career initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Operates the College and Career Center.
- Supervises Service Learning/Career Internship Implementation.
- Assists with the implementation of Redskins First (student orientation/schedule pick up).
- Works with the director of College and Career Services, administrators, and teachers to implement college and career initiatives for Preschool-12.
- Works with the director of College and Career Services to plan and implement a College and Career Fair to be held in September each year.
- Assists in maintaining the College and Career Center's Twitter.
- Research and adapt procedures to stay current with electronic communication of college and career information.
- Assists in coordinating teachers and materials for on site ACT preparation.
- Assists students and parents with college and career questions.
- Works with the director of College and Career Services to coordinate presentations for students and parents.
- Assists in training students to use OKCIS and other web based college and career programs.
- Works with the director to ensure all students complete CAPE (Career and Postsecondary Encouragement) assessment located in OKCIS.
- Works with the director to analyze the data received from the CAPE Assessment and implement new strategies.
- Assists the director in compiling data for the Superintendent and the Director of Student Life.
- Utilizes creativity to engage and address the needs of the under represented.
- Assists the director in maintaining accurate information on the College and Career website and in other communication.
- Assists the director in revising the information in the College and Career booklet.
- Participates in college and career professional development.
- Assists with monitoring Carl Perkins' grant funds.
- Stays informed in current trends in post secondary education.
- Works with the community and parents to raise awareness about college and career.
- Maintains liaison with college representatives and business organizations at state, regional and national levels.
- Promotes college and career information and opportunities to all students at the high school.
- Works as part of the Student Life team to cover after school events.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises students and parents visiting the College and Career Center

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's degree required with a minimum of three year's teaching experience. Master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence and manuals. Ability to speak effectively before administration, staff, parents and students. Ability to communicate orally and in writing.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement professional development based on District objectives; ability to establish and maintain effective relationships with administrators, faculty, and parents; both in oral and written communication; ability to multi-task and maintain high energy; ability to maintain a high degree of client and customer satisfaction.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.