

## Union Public Schools Job Description

**Position Title:** College and Career Specialist - REACH  
**Department:** REACH Program, Various sites  
**Reports To:** Site Principal

**FLSA Designation:** Exempt (12-Month)

**SUMMARY:** Improve the college and career readiness of REACH high school students by assisting students and parents with the career planning and postsecondary entry process through individual meetings, small group meetings, workshops, and family information events.

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

- Matches REACH high school students with appropriate internships, career experiences and post-high school experiences.
  - Conducts workshops to assist students and parents in understanding and completing the college admission and financial aid processes.
  - Assists students in the acquisition, evaluation, and appropriate use of college and career related information, including college guidebooks and catalogs and computer-based guidance systems.
  - Encourages student and parent participation in college/career fairs, admission and financial aid workshops, and other related programs.
  - Assists students in selecting and registering for appropriate college admission tests, and in interpreting test scores and their influence on the admission process.
  - Assists students with developing a personal timeline or other tools for completing the tasks associated with the college application and admission process.
  - Encourages and facilitate student visits to postsecondary campuses.
  - Advocates on behalf of students via letters of recommendation and personal communication with postsecondary institutions and intern placements.
  - Designs and deliver supports for potential first generation college attendees, and for other students facing substantial barriers to successful college and career outcomes.
  - Maintains records and statistics in support of the College/Career Center.
  - Organizes College/Career Nights.
  - Arranges for job fairs, industry visits, and other activities that will expose young people to concrete employment opportunities.
  - Develops partnerships with local community businesses and organizations to provide career-related exposure and experiences
  - Assists students and parents in applying for scholarships and funding opportunities, such as Oklahoma's Promise
  - Assists students in identifying opportunities for career and technical training during high school, and aid students in completing the necessary applications, testing, and requirements
  - Works, on occasion, irregular or extended hours.
  - Supervises the equivalent of two or more full-time employees.
  - Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal and/or REACH program leadership.

**SUPERVISORY RESPONSIBILITIES:** None.

**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:**

- Masters degree preferred.
- Teaching or youth development experience.
- Five or more years of professional experience preferred.
- Experience in internship development and placement, and postsecondary admissions and advisement preferred.
- Bilingual Spanish/English is a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- None

**OTHER SKILLS AND ABILITIES:** *Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies, along with the following expectations:*

- Knowledge of financial aid/scholarship opportunities and the successful approaches for students to be successful in receiving scholarship awards.
- Strong communication skills.
- Professional demeanor, strong work ethic, results-driven work style and excellent organizational skills.
- The ability to prioritize, collaborate, and lead by example.
- Technologically proficient with a basic understanding of data input, management and analysis.

**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 frequently required to sit and talk or hear. The employee is frequently required to work, stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary.

**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 this environment is quiet to loud depending upon the activity in the particular part of the day and location.