JOB DESCRIPTION
San Leandro Unified School District

College and Career Program Coordinator

Purpose Statement

Under the direction of an assigned administrator, perform varied technical duties related to the operation and maintenance of a student career center; provide information and assistance to students concerning college, vocational and career opportunities utilizing career center resources; perform related clerical duties.

This job reports to Assigned Administrator

Essential Functions

- Organize, update, and display materials in the Career Center about colleges and careers, including ROP courses/assignment research educational and/or career opportunities and provide students with information.
- Conduct career and college center orientations for students and staff and provide information regarding occupational programs, the Career Centers' services, and other post high school opportunities and inspire students to attend public and/or private colleges by establishing the college and career center with displays and information packets for students to access daily.
- Provide a schedule for 1:1 informational appointments to students and meet with students to ensure that they are aware of information.
- Administer career assessment tests to new and out of district students and help them evaluate their career options, interests, abilities, progress, expectations, and goals.
- Work with teachers, counselors, and other district personnel in a variety of activities and events promoting college and career development, including, but not limited to career exploration visits, speaker presentations, workshops to families, workshops for students, college visits, college night, etc.
- Plan, implement and unleash scholarship and other financial support tools so students can access resources and hold informational meetings and events (in partnership with other staff at the school) about financial aid, college materials, applications, online registration, scholarship, and test deadlines.
- Perform related clerical functions (input student data, maintain database of student participation in college/career opportunities, copying, faxing, answering phones, etc.) to support teachers and/or administrators in providing records/materials when required by district.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required
- Organize and implement tiered marketing and outreach efforts for special populations and provide outreach materials to families and students. Connects students and families to community resources where needed.

Other Functions

- Attends and participates in meetings, training and conferences as assigned.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- Individual and/or small group case management for students and families to ensure effective wrap-around services and support

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; bilingual preferred; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; personal automobile for job-related travel may be required.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education Targeted, job related education with study in a job-related area.

Equivalency Bachelor's Degree Preferred.

Required Testing

Certificates

Pre-Employment Proficiency Test

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Board Approval	Salary Range
Non Exempt	PENDING	46