

Forest Charter School Job Description

Position Title: *College and Career Advisor*

Salary Placement: *Credentialed Salary Schedule*

Minimum Qualifications:

Must hold a current California teaching credential.

Summary of Position:

The College & Career Advisor will establish and maintain the College & Career Center. The Center will be a place where students and their families can research opportunities for the future. The Advisor's primary role is to be a guide to families, providing materials and personalized planning as they explore their options. The Advisor will individualize each student's FCS program by meeting with students and families both individually and in small group settings as well as providing larger seminars with information regarding college and career options. The Advisor will also be in charge of ordering and facilitating college preparatory materials such as PSAT/PLAN and AP as well as FCS's College Advisory Classes. Further, the College & Career Advisor will assist the Academic Dean with curriculum and program development.

Essential Functions:

Essential functions may include but are not limited to the following:

1. Evaluates students using interviews, aptitude and achievement tests, and other tools; assists students to understand their abilities, talents, interests, and personality characteristics in order to develop realistic academic and career options.
2. Compiles and studies occupational, educational, and economic information to aid students in making and carrying out vocational and educational goals and objectives.
3. Assists student with college plans, including searching for schools, filling out applications, writing letters of recommendation, etc.
4. Assists students with career development, locating and applying for jobs, including writing resumes and improving job interviewing techniques.
5. Refers students to appropriate community resources, such as Sierra College, CTE programs, and local businesses.

6. Facilitates and administrates Career Cruising through meetings and the College & Career Center's Career Advisory course.
7. Organizes, orders materials, and proctors local college prep testing for FCS students, such PSAT/PLAN/Advanced Placement.
8. Researches, collects, and organizes information on colleges.
9. Provides information regarding college and career fairs for student participation.
10. Provides information regarding high school course selection and graduation requirements and college/university admission requirements to students, families, and staff.
11. Provides financial aid and scholarship resources to parents and students.
12. Provides academic and extra-curricular recognition opportunities for students.
13. Provides information about graduate plans, such as grad lists from ST's, and helps graduation coordinator with pre-graduation ceremony planning including selection of honors students.
14. Collaborates with administration and department chairs to keep academic program current and relevant.
15. Provides presentations to local students and families regarding high school options.
16. CTE Liaison: Coordinates and presents information from the local CTE Works program to FCS staff and students.
17. Block Class instructor: May be responsible for teaching one block class (College Advisory Classes). Class will be scheduled through vice principal and resource facilitator.

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs