

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	College and Career Services Specialist
SALARY PLACEMENT:	Classified Salary Schedule 10.5 Month Classified Calendar California School Employees Association

SUMMARY:

The College and Career Services Specialist is responsible for the development and implementation of post-secondary planning programs for secondary schools. The Specialist provides technical, specialized, consultative, advisory, and planning services to students, parents, and secondary school administrators and employees.

SUPERVISOR:

This position reports directly to the Associate Superintendent of Secondary Education and Educational Services or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Meets with students one-on-one and in group settings regarding college and career goals.
2. Serves as a resource consultant for counseling staff and assists teachers and counselors with implementing college and career education activities.
3. Assists students, parents, and guardians with researching careers, colleges, and armed services options.
4. Researches funding sources for college and career related opportunities and composes those program applications.
5. Compiles and provides reports on student post-secondary plans to school and district administration.
6. Provides one-on-one support for students as well as group workshops and training regarding college admission testing, college admission requirements, financial aid requirements, and application details and deadlines.
7. Works with students in identifying colleges and programs appropriate for their goals, achievements, and financial capabilities.
8. Conducts ongoing training to counselors and staff on relevant college admission topics.
9. Arranges field trips for students to explore college programs.
10. Recruits and hosts college admissions professionals as guest speakers and application support for students.
11. Creates and maintains the School Profile for college admissions purposes at both high schools.
12. Assists with the implementation of local community college programs for high school students such as dual enrollment, academic enrichment, and post-secondary admission.
13. Oversees the National Merit Scholarship finalist application process by maintaining current school information within the National Merit system and assigning and supporting the appropriate counselors in the completion of the counselor portion of the application.
14. Administers the Assist-a-grad scholarship program by recruiting community scholarship sponsors, coordinating the application, interview, and presentation process including the production of a senior awards ceremony, as well as supporting students with their Assist-a-grad applications. Ensures proper documentation of eligibility for scholarship winners and tracks all financials involved.
15. Facilitates the annual Placer County Foothills High Schools Consortium College Night including the recruitment of college participants and special guest speakers, facilities coordination, and advertisement to students and families.
16. Coordinates with secondary Athletic Directors and registrars as well as college coaches on student recruiting and eligibility and provides support and advising for student athletes wishing to become eligible for National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA) competition in college.
17. Manages the College and Career Center pages of each high school's websites to provide access to updated information, resources, announcements and upcoming events related to college and career.
18. Maintains membership in regional and national professional organizations for the purpose of ongoing training, networking, and resources.

19. Solicits information on and advertises local and regional scholarships to students and provides search resources for national scholarships.
20. Visits colleges and universities to participate in tours, training, and counselor programs on a regular basis to maintain current knowledge of changing programs and procedures.
21. Researches and tests college and career software program options as they become available and advises on/maintains district subscriptions to such.
22. Participates in local Chamber of Commerce programming.
23. Networks with local businesses.
24. Coordinates school-wide career fairs and related activities.
25. Researches opportunities for students to engage with local businesses via job shadowing, volunteer work, or internship-type experiences.
26. Arranges for and schedules career presentations using guest speakers, vocational lectures, audio-visual aids, etc.
27. Provides reports on student career interests and experiences to school and district administration.
28. Assists students with completing employment applications or resumes, providing information on interview techniques and employment skills.
29. Schedules mock interviews with local professionals for students.
30. Publicizes employment and community service opportunities to students.
31. Prepares and maintains student work permits.

Knowledge of:

- College admissions requirements both in-state and out-of-state, public and private
- College financial aid applications, qualifications, and processes
- Academic programs and opportunities at colleges and universities across the country
- Current college admission trends
- College programs and financial aid opportunities for special student groups, such as first generation, historically underrepresented, undocumented, foster youth, and low income
- Educational requirements for a wide variety of careers
- Local Career and Technical Education (CTE) programs for high school and college students
- Child labor laws
- College and career software and resource

Ability to:

- Use a broad array of technology for research and program development
- Manage multiple projects and deadlines simultaneously
- Use data to establish vision and align priorities
- Work with a variety of individuals and groups
- Communicate effectively orally and in written form
- Exercise sound judgment
- Travel to various sites within and around Rocklin Unified School District
- Travel to colleges and conferences throughout the United States
- Facilitate group processes, planning, and training activities
- Implement established goals and objectives
- Monitor and evaluate projects
- Use technology to enhance teaching, learning, and assessment of programs
- Work independently

EDUCATION:

Bachelor's degree in a related field from an accredited institution of higher learning.

EXPERIENCE:

Experience in high school counseling and/or college admissions. Experience working with students from varying backgrounds individually and in group settings and presenting to large groups both live and online. Experience reading transcripts and assessing student eligibility for a variety of programs. Experience networking and building professional partnerships; providing leadership in the design, implementation, and evaluation of effective student programs and professional learning and stakeholder input sessions. Knowledge and experience with technology and data analysis of

appropriate program metrics; digital tools including Google, data platforms, databases, spreadsheets, screencasting, and other applicable online resources.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: March 17, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.