

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 8/1/94

LAST REVISION DATE 02/09/2009

BAND & GRADE B-2-3-6

POSITION TITLE Career Resources Advisor – High School

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

Assist students and Counselors in the creation of individual academic and career four year plans. Maintain and make available to students and parents information regarding career opportunities, post-secondary education options, scholarship information/applications, etc.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.0 MANAGE THE CAREER RESOURCE CENTER</p> <p>1.01 Maintain the Career Resource Center; consisting of postsecondary career, scholarship, and financial information.</p> <p>1.02 Catalog and organize materials so they are easily accessible.</p> <p>1.03 Request free materials and recommend the purchase of new materials.</p> <p>1.04 Orient students and parents as to the availability and location of materials; including electronic resources.</p>	<p>A1</p> <p>A1</p> <p>A1</p> <p>B2</p>			<p>KNOWLEDGE OF:</p> <ol style="list-style-type: none"> 1. High school curriculum 2. Minnesota graduation standards. 3. Personal computers and software applications. 4. Career options 5. Post-secondary education programs. 6. School Board policies and procedures. 7. High School procedures. 8. District student management system. 	<p>1.01 Career Resource Center was properly maintained.</p> <p>1.02 Materials were arranged for easy access.</p> <p>1.03 New materials were requested and received.</p> <p>1.04 Students and classes were aware of availability of materials.</p> <p>1.05 Career Resource Center was efficiently scheduled.</p>

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1.05 Schedule the day-to-day operation of the Career Resource Center.	B2			9. Records retention policies.	1.06 Student behavior was supervised.
1.06 Manage student behavior in the Career Resource Center	B2			10. District e-mail system.	1.07 4 year plan was developed and monitored for each student.
1.07 Organize and initiate parent/student meetings for the purpose of developing student four year academic/career plans.	B2			SKILL IN: 1. Organizing.	1.08 4 year academic and career plans were monitored.
1.08 Monitor student four year academic/career plan progress.	A1			2. Telephone and public relations etiquette.	1.09 Career seminars were scheduled.
1.09 Organize, develop, and schedule career seminar(s) for juniors and seniors.	B2			3. Writing.	1.10 Assistance was given in counseling activities.
1.10 Assist counselors with financial aid workshops, career nights, and other activities as requested by counseling staff.	B2			4. Training.	1.11 Potential scholarships are identified and made accessible to students.
1.11 Research, identify, and develop potential scholarship resources.	B2			ABILITY TO: 1. Organize	1.12 Forms and procedures are developed in cooperation with scholarship donors.
1.12 Communicate with scholarship donors and assist in the creation of applications forms/procedures and award presentations.	B2			2. Plan	1.13 Information and materials are prepared for the annual senior awards program.
1.13 Prepare information and materials for and participate in the annual senior awards program.	A1			3. Communicate effectively.	1.14 Student records are maintain appropriately and credit eligibility verification is provided to applicable post-secondary providers.
1.14 Assist in coordination of concurrent enrollment, College in the Schools, and Post Secondary Enrollment Option (PSEO) for students and maintain all information necessary to ensure that student enrollment is accurate and credit eligibility is verified.	B2			4. Maintain confidentiality.	1.15 Career, post-secondary and scholarship information is prepared and distributed through all appropriate means.
				5. Make decisions	1.16 Placement exams are completed and
				6. Manage time/work priorities effectively	
				7. Maintain accurate records.	
				8. Work independently.	
				9. Manage and direct student behavior.	
				10. Manage	
				11. Resolve problems	
				12. Demonstrate consistent and reliable attendance	

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1.15 Prepare and distribute career, post-secondary, and scholarship information through traditional newsletters, web page, etc.	B2				reported to appropriate post-secondary institutions.
1.16 Administer post-secondary placement exams, maintain results information, and report results to appropriate institutions.	A1				1.17 Appropriate student visits are scheduled and facilitated.
1.17 Coordinate and facilitate student visits to post-secondary institutions, college/career fairs, etc.	B2				1.18 Visits by representatives of post-secondary institutions are scheduled and facilitated.
1.18 Coordinate and facilitate visits by representatives from post-secondary institutions.	B2				
2.0 ASSIST IN STUDENT TRANSITION PROGRAMS					
2.01 Assist in in-service for new high school students concerning scheduling and the career/academic planning process.	A1				
2.02 Assist in student registration and scheduling.	A1				2.01 Orientation provided for new students regarding scheduling and career/academic planning.
2.03 Assist in the development and implementation of high school to post-secondary transition planning for juniors.	B2				2.02 Students were appropriately registered.
2.04 Maintain materials and provide student with test preparation resources for ACT and SAT examinations.	A1				2.03 Assisted in post-secondary planning for all Juniors.
3.0 OTHER DUTIES					2.04 Test materials and test preparation resources are available to all

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<p>3.01 Complete and submit required reports; including but not limited to: annual state senior follow-up study, NCAA eligibility reports, etc.</p> <p>3.02 Completes other duties as assigned by Counselors and high school administrators.</p>	B2				<p>students.</p> <p>3.01 Follow-up study was annually submitted to the Dept. of Education; and all other reports completed and submitted in a timely manner.</p> <p>3.02 Completes other duties as assigned.</p>
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