

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 8/1/1994
LAST REVISION DATE 2/9/2009
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					
1.00 MANGE THE CAREER RESOURCE CENTER				KNOWLEDGE OF:	
1.01 Maintain the Career Resource Center; consisting of post-secondary career, scholarship and financial information.	A1			1. High school curriculum	1.01 Career Resource Center was properly maintained.
1.02 Catalog and organize materials so they are easily accessible.	A1			2. Minnesota graduation standards	1.02 Materials were arranged for easy access.
1.03 Request free materials and recommend the purchase of new materials.	A1			3. Personal computers and software applications	1.03 New materials were requested and received.
1.04 Orient students and parents as to the availability and location of materials; including electronic resources.	B2			4. Career options	1.04 Students and classes were aware of availability of materials.
1.05 Schedule the day-to-day operation of the Career Resource Center.	B2			5. Post-secondary education programs	1.05 Career Resource Center was efficiently scheduled.
1.06 Manage student behavior in the Career Resource Center.	B2			6. School Board policies and procedures	1.06 Student behavior was supervised.
1.07 Organize and initiate parent/student meetings for the purpose of developing student four year academic/career plans.	B2			7. High School procedures	1.07 4 year plan was developed and monitored for each student.
1.08 Monitor student four year academic/career progress.	A1			8. District student management system	1.08 4 year academic and career plans were monitored.
1.09 Organize, develop and schedule career seminar(s) for juniors and seniors.	B2			9. Records retention policies	1.09 Career seminars were scheduled.
				SKILL IN:	
				1. Organizing	
				2. Telephone and public relations etiquette	
				3. Writing	
				4. Training	

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1.10 Assist counselors with financial aid workshops, career nights and other activities as requested by counseling staff.	B2			ABILITY TO:	1.10 Assistance was given in counseling activities.
1.11 Research, identify and develop potential scholarship resources.	B2			1. Organize	1.11 Potential scholarships are identified and made accessible to students.
1.12 Communicate with scholarship donors and assist in the creation of applications, forms/procedures and award presentations.	B2			2. Plan	1.12 Forms and procedures are developed in cooperation with scholarship donors.
1.13 Prepare information and materials for and participate in the annual senior awards program.	A1			3. Communicate effectively	1.13 Information and materials are prepared for the annual senior awards program.
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	1.14 Student records are maintained appropriately and credit eligibility verification is provided to applicable post-secondary providers.
1.15 Prepare and distribute career, post-secondary and scholarship information through traditional newsletters, web page, etc.	B2			5. Make decisions	1.15 Career, post-secondary and scholarship information is prepared and distributed through all appropriate means.
1.16 Administer post-secondary placement exams, maintain results information and report results to appropriate institutions.	A1			6. Manage time/work priorities effectively	1.16 Placement exams are completed and reported to appropriate post-secondary institutions.
1.17 Coordinate and facilitate student visits to post-secondary institutions, college/career fairs, etc.	B2			7. Maintain accurate records	1.17 Appropriate student visits are scheduled and facilitated.
1.18 Coordinate and facilitate visits by representatives from post-secondary institutions.	B2			8. Work independently	1.18 Visits by representatives of post-secondary institutions are scheduled and facilitated.
2.00 ASSIST IN STUDENT TRANSITION PROGRAMS				9. Manage and direct student behavior	
2.01 Assist in in-service for new high school students concerning scheduling and the career/academic planning process.	A1			10. Manage	2.01 Orientation provided for new students regarding scheduling and career/academic planning.
2.02 Assist in student registration and scheduling.	A1			11. Resolve problems	2.02 Students were appropriately registered.
				12. Demonstrate consistent and reliable attendance	

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2.03 Assist in the development and implementation of high school to post-secondary transition planning for juniors.	B2				2.03 Assisted in post-secondary planning for all Juniors.
2.04 Maintain materials and provide students with test preparation resources for ACT and SAT examinations.	A1				2.04 Test materials and test preparation resources are available to all students.
3.00 OTHER DUTIES					
3.01 Complete and submit required reports; including but not limited to: annual state senior follow-up study, NCAA eligibility reports, etc.	B2				3.01 Follow-up study was annually submitted to the Dept. of Education; and all other reports completed and submitted in a timely manner.
3.02 Completes other duties as assigned by Counselors and high school administrators.					3.02 Completes other duties as assigned.