

Franklin County Community School Corporation

Job Title	College and Career Readiness Coordinator			
Position Type	<input checked="" type="checkbox"/> full time <input type="checkbox"/> certified <input type="checkbox"/> part time <input checked="" type="checkbox"/> non-certified			

Job Purpose: The purpose of the College and Career Readiness Coordinator is to provide services that help students explore their post-secondary options.

Duties:

- Provide college and career guidance to all students.
- Implement all college and career assessments (PSAT, SAT, ACT, ASVAB, ACCUPLACER).
- Coordinate all College/Career Center visits and tours.
- Coordinate all student college visits.
- Disseminate all information regarding Scholarship opportunities.
- Coordinate College representative visits as well as military.
- Organize and plan career day.
- Help students understand student loans and financial obligations.
- Provide college and career readiness learning activities for students and families.
- Provide resources and information to help students take appropriate steps toward implementing their educational and career plans.
- Helps students formulate post-secondary goals and a plan to accomplish those goals.
- Educate students and families in understanding the college admission and financial aid application process including evening and weekend workshops.
- Coordinate the senior awards program.
- Develop a relationship with the Franklin County Community Foundation.
- Organizes and facilitates college exploration activities.
- Assist students and families in the college application process.
- Promote and provide access to post-secondary educational opportunities (i.e. SAT/ACT prep, community service, extracurricular activities)
- Coordinate with school staff to provide supportive and instructional classroom college guidance activities.
- Assists parents and staff in facilitating the career and college exploration process for their students.
- Plans school and/or system-wide programs to promote a college going culture. (i.e. College Go Week).
- Develop productive relationships and partnerships with colleges/universities, scholarship programs and other higher-education professionals.
- Promote the Whitewater Technical Career Center.

Skills/Qualifications:

Minimum of a Master's degree in school counseling or related area. Must have a strong understanding of college admission process, financial aid, scholarships and grants, and college admissions testing.

Evaluated by	Building Principal
	The employee shall be evaluated annually.