
Job Description

CLASSIFICATION: PSE

TITLE: Outreach Specialist – Career Center Focus

REPORTS TO: Director of College and Career Readiness

POSITION SUMMARY

This position supervises the operation of a high school Career Center; educates students and parents about college and career options, trends and procedures in college and career planning, assists students and families in confidential and scholarship applications, and related processes, develops professional relationships with college representatives and community members regarding college entrance, financial aid and career planning; creates instructional materials and presents career-related information in the classroom; acts as a liaison with businesses and community organizations to establish volunteer and employment opportunities for students.

Preferred Education and Experience

- Demonstrated word processing and database skills
- Demonstrated written and oral communication skills
- Demonstrated organizational and management skills
- Background working with high school students or secondary school youth
- Minimum of two years of college or an associate degree required
- Demonstrated positive human relations' skills working with students, parents and adults

Special Requirements/Licenses

- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearanceI-9 employment eligibility in compliance with the Immigrations Reform and Control Act
- HIV/HBV training (obtain within 60 days of hire date – District provided)
- Human Resources new hire training (obtain within 60 days of hire date – District provided)
- Valid First Aid/CPR Card

Knowledge, Skills and Abilities

- Ability to keep clear, legible, and concise records
- Ability to work at a variety of times and dates based on an approved work calendar.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities in a high-pressure environment
- Demonstrated effective interpersonal communication skills
- Knowledge of colleges, their academic programs, admission policies, and financial procedures
- Knowledge of post-high school college and career development programs
- Knowledge of job seeking, employability and retention skills
- Knowledge of current labor market issues and relevant employment information
- Knowledge of local businesses and community organizations
- Ability to create and implement a variety of communication strategies to enhance student utilization of the career center
- Experience working with school and community groups and professional organization

Outreach Specialist – Career Center Focus Job Description Continued:

- Experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population
- Ability to work collaboratively and effectively as a member of a team with other District staff
- Ability to meet deadlines in an atmosphere of frequent interruptions
- Skills in effective, efficient scheduling of activities and support staff
- Knowledge of basic math for the purpose of allocation and tacking a defined budget as well as assisting families in the navigation of finance-related post-secondary applications

ESSENTIAL FUNCTIONS

- Ability to write legibly and speak clearly
- Ability to work at a computer and use the telephone and other office machines
- Ability to drive an automobile or van/obtain a Type II Driver's License

POSITION RESPONSIBILITIES

- Directly coordinates the operation of a high school Career Center; organizes and disseminates career and college information to students; collects and maintains current materials relating to colleges, vocational/technical schools, internships, apprenticeships, scholarships, volunteer and employment opportunities, and other post-high school programs
- Provides guidance and resources to new and returning students and their parent/guardians in their search for colleges and universities through presentations, workshops and other delivery methods, that meet their academic, social, and financial needs; advises students in college admission processes; provides guidance to students on career paths and assists them with career planning; advise students and parents on confidential financial application processes
- Collaborates with College and Career Readiness Director to define student needs and determine program direction; develops goals and priorities, develops activities in support of goals; supports the schools' career guidance plan & high school & beyond plan
- Ensures purchases and activities are within budget parameters
- Provides one-on-one support to students with employment processes, college entrance questions, application essays, resume writing, interviewing techniques, and other job seeking skills
- Provides information on scholastic aptitude tests, including the PSAT/SAT/ACT/ASVAB; assists students with test preparation, scheduling, and applications
- Work with students to individualize post-secondary planning & preparation by seeking out and providing field trips for college and career exploration, mentors
- Develop and maintain professional relationships between the school and: college/university admissions offices; businesses; military and government agencies; and community organizations to provide student with awareness of post-secondary opportunities
- Promotes scholarship opportunities and other financial aid available; maintains current scholarship information online and in the Career Center; provides information to students and parents; assists student in locating and applying for scholarships
- Directly plan and oversees post-secondary fairs, occupational related seminars, and other career-related events
- Coordinates and publicizes opportunities for students and the community to learn about higher education and vocational training; prepares letters, flyers, and online materials to announce events; maintains bulletin board and displays
- Coordinates with district staff and outside organizations to plan and organize CTE conferences, career exploration opportunities and events

Outreach Specialist – Career Center Focus Job Description Continued:

- Contacts, schedules, and arranges for guest speakers to present information regarding specific occupations of fields of study. Schedules visitations by representatives from local and out-of-state colleges and universities.
- Acts as a communication link between school and various training programs such as Tech Prep and Career and Technical Education. Assists in building-level coordination and promotion of dual-credit programs; schedules classroom visits to provide information and answer questions; assists students with registration process; provides on-site troubleshooting support
- Prepares, promotes and delivers post-secondary, and financial aid related information in the classroom
- Advise students on graduation requirements, including HSBP
- May create High School and Beyond Plan instructional materials based on district guidelines and OSPI (Office of Superintendent of Public Instructions) resources; advises student on class electives, career exploration, technical training and post-graduation educational options
- Attend committee, department, and work force meetings and participate in professional development opportunities as appropriate
- Performs related duties as assigned as related to student success

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Ability to perceive the nature of sound; near/far visual acuity, depth perception;
- Ability to handle and work with educational and psychological material; providing highly technical oral and written information and reports
- Manual dexterity to operate office machines, gross and fine motor skills
- Exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects
- Experiences constant interruptions; required to deal with distraught or angry public, parents or students
- Frequently required to meet inflexible deadlines
- Work is conducted in a shared, open, office environment with consideration toward equipment noise, confidentiality, voice volume

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT CONDITIONS

This position is that of Outreach Specialist – Career Center Focus and is represented by Public School Employees of Monroe collective bargaining unit. The position will work a schedule in coordination with the District student calendar. The work schedule, however, will be designed to be flexible to allow for peak times, nights, and weekend activities. Salary and benefits as determined by the current bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

EVALUATION PROCEDURES

Performance shall be evaluated annually according to Board and administrative policies and procedures.

February 08, 2022