



CEDAR VALLEY
CATHOLIC SCHOOLS

JOB DESCRIPTION

POSITION NAME: COLLEGE AND CAREER PROGRAM DIRECTOR

CLASSIFICATION: EXEMPT, NON-CERTIFIED
FULL TIME, 220 DAYS

REPORTS TO:

COLUMBUS CATHOLIC HIGH SCHOOL PRINCIPAL

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

EFFECTIVE DATE: 07/01/2021

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Bachelor's Degree with experience and knowledge of the community and experience in collaborating with various community partners/agencies and postsecondary institutions.
2. Fosters and supports the uniqueness of Catholic Education.
3. Uses Gospel values as the basis for decision-making.
4. Strong organizational, leadership, and communication skills.
5. Strong computer literacy skills; to include database and spreadsheet applications.
6. Self-starter with ability to function at a high level combined with the spirit of cooperation and harmony in a Christian environment.
7. Promote positive public relations with internal and external publics.
8. Ability to maintain confidentiality at all times.

JOB GOALS: The College and Career Program Director will assist school administrators in developing and implementing an aligned 9th-12th college and career preparation program. Students goals will be achieved through concurrent enrollment, advanced placement classes, online coursework, daily instructions, early graduation, career readiness coursework, apprenticeships, mentoring, shadowing, service and cooperative work experiences. Student progress will be closely monitored through the Naviance Account and 4 year plans.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Collaborate with School Counselors, Building Administrators and College and Career Program Supervisor to develop and implement a 9th-12th aligned college and career program.
2. Develop and/or maintain a data dashboard, to monitor the status and progress of students along with post graduation success.
 - a. Applying to 2 or 4 year colleges and universities

- b. FAFSA completion
 - c. College acceptances
 - d. College persistence and completion
 - e. Other avenues; Military, Careers
3. Monitor elements of the Megan & Chris Fereday Family College & Career Planning Program.
4. Support various post secondary visits for students.
5. Set up and coordinate various job shadowing opportunities and service opportunities.
6. Establish strong partnerships with local colleges and universities to develop early college models in the district and to increase concurrent enrollment opportunities.
7. Mentor and assist students with preparation for college and job placements. Job fairs, mock interviews, internships
8. Promote and communicate the array of courses that maximize student enrollment and completion of the CCP Program.
9. Responsible for maintaining equity in the program.
10. Implements methods to constantly evaluate programs and develop new programs when needed.
11. Participates in organizations related to Community Education programs.
12. Develop and coordinate experiences for students that lead to a deeper understanding of the high school choices process, college fit, financial literacy, career planning, letters of recommendation, college entrance essays.
13. Communicate with parents via a newsletter and seminars on information in the CCP. Meetings and deadlines for FAFSA, PSAT, ACT, SAT, Advanced Placement testing, college application deadlines.
14. Perform other tasks as determined by the Building Administrator and/or Chief Administrator.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

College and Career Program Supervisor