

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: College and Career Readiness Advisor	Wage/Hour Status:	Exempt
Reports To: Executive Director for Counseling & CCMR	Pay Range:	860
Dept./School: Counseling & CCMR	Date Revised:	11/30/2022

Primary Purpose:

The College and Career Readiness Advisor will provide guidance and support to campus staff on accessing CCMR data and creating plans to ensure every student has a pathway to earning a CCMR credential and completing a post-secondary education. The Advisor will also coordinate and provide campus resources for college bound students and those weighing college and career opportunities, including summer college transition supports and college preparation programming. The Advisor will collaborate with other departments and with District partners to improve college and career readiness and serve as a liaison to college and career opportunities.

Qualifications:

Education/Certification:

Teacher Certification

Master's Degree (preferred)

Special Knowledge/Skills:

A comprehensive understanding and working knowledge of graduation requirements, CCMR criteria, college access supports, dual credit, and technology

Strong organization, communication, public relations and interpersonal skills

Preferred Experience:

Three years of teaching experience

Major Responsibilities and Duties:

Build, support and strengthen a district culture that promotes college and career degree and certificate programs by working with campuses to provide students and their families with relevant college and career information, leading college and career exploration activities and highlighting and promoting the value of a post-secondary education.

Work with other departments and campuses to build/enhance college and career exploration centers where students and family members can learn and research college and career options, learn about scholarships and financial aid, and receive additional advising support.

Work with Counseling Services and CTE teams to promote and assist with campus, community and district-wide college and career events.

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Oversee the dual credit programming in the district and serve as the district dual credit point person with our partnering colleges.

Assist campuses with planning for opportunities to help students with college and financial applications and to educate students and parents about colleges, the college admissions process, trends, procedures, testing and advising.

Analyze District CCMR benchmarks to develop, drive and evaluate campus wide college and career readiness programs, initiatives and outcomes. Work collectively with campus and district staff along with community college access organizations to meet district and campus goals.

Attend professional development to develop industry awareness, to stay abreast of changes in careers and college admission requirements and remain current on educational trends and practices as they relate to education in general, and more specifically to CCMR components.

Attend and participate in state, local, and district meeting and workshops pertaining to assigned responsibilities.

Coordinate and plan with PISD administrators, counselors, and CTE team regarding CCMR indicators.

Attend and facilitate CCMR and/or dual credit program related events, including those beyond the instructional day.

Collect, compile, and analyze district and campus data to be used in CCMR program evaluation.

Assist in the development, monitoring and management of assigned program budgets.

Develop and deliver on-site college and career presentations as requested by schools and community organizations.

Prepare reports and track key assessment data regarding results and outcomes. Compare outcomes overtime and by program.

Establish and maintain tracking and reporting processes for CCMR and other related college and career data points.

Assess current operations and provide evaluative feedback in an effort to improve student outcomes to meet strategic goals of the School District.

Participate in vision and strategic planning, and goal setting of the District.

Maintain confidentiality of student records, organizational plans and personnel actions.

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work with frequent interruptions

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Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11/30/2022

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____