

POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT

CLASS TITLE: COLLEGE ENTRANCE PREPARATON COORDINATOR

BASIC FUNCTION:

Under general supervision of School Principal, in support of the academic counselor, provide college entrance information and college entrance exam resources to students, parents and staff. Meet with students on a weekly basis regarding college entrance preparation status. Concur with staff, parents and the academic counselor to provide guidance regarding the college application process including scholarships, application completion, college essay writing, etc.

REPRESENTATIVE DUTIES:

- Educate students and parents about 4 year colleges, the college admissions process, trends, procedures, and testing; advise and support 9-12 grade levels of 30-40 students and families as they navigate the college application process.
- Help students and families aspire realistically and choose wisely.
- Meet with students, individually and in groups, to talk about the application process and individual college choices.
- Work with students to understand the college admissions process and summer enrichment.
- Facilitate college representatives and college admissions staff to visit our campus and facilitate meetings between college representatives, our students and families.
- Confer with Academic Counselor regarding graduating senior college application status.
- Organize and lead College tours/field trips.
- Update/create an annual online College Handbook, a resource connecting students to online resources about the college search process.
- Support office staff with information for the PAHS newsletter/bulletin to keep parents informed about test dates, local college events, and financial aid.
- Act as a resource and work with the Academic Counselor to support students (9-12) to access college information each year. Provide personal 1:1 college counseling.
- Keep track of admission decisions, statistics (including recidivism, college graduation rates), and collaborate with the Academic Counselor to develop and present a report to the Board of Trustees. Establish a 4 year follow up plan to support continual improvement of college support.
- Make informational presentations to parents, such as annual presentations to parents of 8th-12th parent groups and the board.
- Be aware of issues and trends in college admission, higher education, testing, as well as maintaining up-to-date information about specific colleges.

- Disseminate information about standardized tests such as SAT, ACT, help to administer ACT, SAT and PSAT exams. Work closely with the Academic Counselor.

QUALIFICATIONS:

Necessary skills include excellent written and verbal communication skills, strong organizational ability and the ability to meet deadlines. Experience in college admissions or high school college counseling, teaching experience, and computer skills are plusses.

The ideal candidate will have strong interpersonal, communication, and organizational skills; familiarity with the goals, objectives, and mission of college preparation requirements; the ability to respond effectively to the needs of a diverse and demanding student and parent population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.

Provide 1:1 counseling with students regarding performance on college preparation tests.

Ability to organize volunteers to support college visits, practice tests and other components of the college entrance preparation program.

Willingness to participate in continual training to ensure current and applicable knowledge.

EDUCATION REQUIREMENTS: Minimum requirements: Bachelor's Degree.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate computers and office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, lifting, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information.