

## **CAREER ADVOCATE – GRADES 9 & 10**

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**QUALIFICATIONS:**

1. Valid Kansas Teaching License, administrative experience preferred.
2. Basic computer knowledge/skills
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools, Building(s) Principals

**JOB GOAL:** Direct and manage college and career readiness of all students in the development of career education, career identification and search, and pursuit of post-secondary education opportunities and career preparation commensurate with formal academic pursuits. Continually expand the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients to enhance the Individual Plans of Study, Internships, and College/Career readiness of all students.

**FULL/PART-TIME:** Full-time

**FLSA:** Exempt from Overtime

**BOE APPROVAL:** 7/12/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Oversee grades 9 and 10 including regular meetings with all students for academic, social, and college/career readiness.
3. Administrator for Individual Plans of Study.
4. Master schedule assistant (with collaboration of leadership team/principal).
5. Internships
6. Liaison with community members and organizations to provide internship opportunities and other career development experiences for students.
7. Administration with state and district assessments.
8. ACT Administrator: Assist with administering test for all 11<sup>th</sup> grade students. ACT WorkKeys including quarterly exams by core subject areas and practice tests.
9. Xello: Merging scholarship opportunities with Xello and Google Classroom; Introduces students to Individual Plans of Study (IPS) and utilizing Xello with teachers and students in advisory.
10. Grade checks/progress monitoring of students and collaboration with teachers and parents with students at-risk of failing including Tier II and Tier III interventions.
11. Development of portfolios for 9<sup>th</sup> and 10<sup>th</sup> grades including student led conferences.
12. Member of the Building Leadership Team.
13. Involved with KESA data collection.
14. MTSS/GEI oversight and implementation with staff.
15. Social-emotional learning and implementation in coordination with staff and students.
16. Advisory period curriculum and lesson development.
17. NCAA Clearinghouse Management including developing an “NCAA Clearinghouse Night” for students and parents in collaboration with the Athletic/Activities Director.
18. Truancy progress monitoring.
19. FAFSA Coordination including hosting a “FAFSA Night” for students and parents.

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20. Utilizing Panorama to progress monitor student success and help develop data driven discussions with the Building Leadership Team for Professional Learning Community (PLC) discussions.
21. Helping the principal in the development of PLC showcases.
22. Edgenuity: Progress monitoring and enrollment of students in classes for enrichment and credit recovery opportunities.
23. Good communication skills including oral, written, and listening.
24. Interpersonal skills to work effectively with staff, families, children, and community members.
25. Organizational skills to deal with multiple issues.
26. Valid driver's license and reliable means of transportation.
27. The employee shall serve as a role model for patrons and co-workers in how to conduct themselves as citizens and as responsible, intelligent human beings.
28. Follows the district dress code while being a good role model for students.
29. Performs other duties as assigned by Superintendent or Board of Education.

As the needs of the learning community and students evolve and change, this position's roles and responsibilities may change to accommodate the changing needs of each student and to ensure that we are meeting the goals of ensuring that all students in USD 407 are college and career ready.

- TERMS OF EMPLOYMENT:**
1. Selected candidate must pass background check
  2. Selected candidate must provide health and inoculation certificate

**EVALUATION:** Performance of this job will be evaluated in accordance with K.S.A. 72-2408 through 72-2411.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

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| _____        | 1. Very rarely requires exertion beyond walking.  |
| <u>  X  </u> | 2. Very rarely requires physical exertion beyond walking or climbing stairs.  |
| _____        | 3. Requires prolonged (over 50% of the time) standing and walking.  |
| _____        | 4. Requires prolonged (over 75% of the time) standing and walking.  |
| <u>  X  </u> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.  |
| _____        | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.                              |
| _____        | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.                              |
| _____        | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.   |
| <u>  X  </u> | 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds. |
| <u>  X  </u> | 10. Driving skills and physical ability required to drive vehicle.  |

*Note: \* "heavy" means not over 50 pounds*

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I have reviewed this job description and will fulfill the duties described.

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Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.