

## **CAREER ADVANCEMENT AND STUDENT SUPPORT – POSITION A**

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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 11 and 12 including regular meetings with all students for academic, social, and college/career readiness.
3. Administrator for PowerSchool and PowerScheduler.
4. Master schedule implementation (with collaboration of leadership team/principal).
5. Transcript preparation.
6. Liaison with concurrent enrollment college organizations. Barton County College, NCK Tech, and to expand programs and opportunities.
7. Administration with state and district assessments.
8. ACT administrator: Uploading special education accommodations for specific students, administer test for all 11<sup>th</sup> grade students, ACT WorkKeys.
9. Scholarships: Merging scholarship opportunities with Xello and Google Classroom; oversee Dane G. Hansen Scholarship applicants
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. Senior portfolio oversight.
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 uploading of transcripts.
18. Truancy progress monitoring.
19. FAFSA Coordination including hosting a “FAFSA Night” for students and parents.
20. KCCMS: CTE course codes, CTE collaboration with RHS CTE Coordinator.

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21. Edgenuity: Progress monitoring and enrollment of students in classes for enrichment and credit recovery opportunities.
22. Good communication skills including oral, written, and listening.
23. Interpersonal skills to work effectively with staff, families, children, and community members.
24. Organizational skills to deal with multiple issues.
25. Valid driver's license and reliable means of transportation.
26. 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.
27. Follows the district dress code while being a good role model for students.
28. 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.  |
| X | 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.  |
| X | 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.   |
| X | 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. |
| X | 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.