

Hobbs Municipal Schools Job Description

Position: Career & College Readiness Advisor

Supervisor: Principal

General Job Description: The Advisor will organize, maintain and provide a wide variety of career information and materials; communicate with students, faculty, parents and community representatives concerning career planning and college entrance.

Qualifications:

1. A bachelor's or master's degree.
2. A valid New Mexico Counselor license with endorsements as needed.
3. Highly qualified status.
4. Ability to pass employment verification.

Essential Duties and Responsibilities:

1. Provide career and college entrance information and assistance to students, teachers, parents and counselors; coordinate day-to-day operations and schedule activities, programs and speakers.
2. Assist students in college scholarship applications.
3. Prepare career education and instructional materials for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post-high school planning
4. Train and support the implementation of Career Cruising College and Career planning software. Facilitate JH Counselors with interest inventories, Career Experiences and 4 year planning.
5. Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize Career Center services, resources and speaker programs.
6. Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific occupations.
7. Schedule visitations by representatives from local colleges; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and vocational training and preparation.
8. Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.
9. Provide information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate.
10. Assist students with Career Center materials and equipment.
11. Prepare and deliver informational presentation as requested; orient students to Career Center resources and services available.
12. Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid.

Additional Duties and Responsibilities:

1. Provide specialized assistance and information concerning career planning and college entrance to students, parents, staff, and community agencies.
2. Develop and provide information and materials related to career/college opportunities for high school students.
3. Obtain, evaluate and process occupational literature.
4. Coordinate a continuing evaluation of the program.
5. Establish and maintain contact with school and community resources.
6. Serve as a resource to facilitate groups and presentations on pertinent issues.
7. Conduct orientation/training programs for students, parents, and staff.
8. Provide information to parents and students to aid in their understanding of educational goals.
9. Provide resource materials and expertise dealing with opportunities available to students, staff, and family.
10. Stay informed about developments and innovations within the profession. .
11. Assist in developing schedules; schedule changes, and the "Next Step Plans".
12. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Terms of Employment:

Salary and work year to be established by the Board.