



Post-Secondary Advisor

FLSA Status:

Exempt

Qualifications:

Minimum requirement of a Bachelor Degree.
Excellent interpersonal and communication skills with staff, parents, and patrons.
Demonstrated excellence in written communication.
Demonstrated success at designing and maintaining a positive culture.
Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement.
Ability to exercise sound judgment on sensitive issues.
Effective public speaking and networking skills.

Certification and Licenses:

Missouri State Teaching Certificate.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Experience:

Minimum of three (3) years of successful teaching experience.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Certified Teacher Schedule

Reports to

Director of Secondary Education

Terms of Employment

Teacher contract, plus ten days with benefits according to school board policy.

Purpose Statement

The role of the Post-Secondary Advisor is to ensure all high school students have an advisor exclusively focused on helping them achieve success following graduation.

Essential Job Functions

- Assists students with implementing Individual Career and Academic Plans (ICAP) for postsecondary education and training.

- Identifies opportunities to secure financial aid, including completing the FAFSA.
- Supports students as they work to enroll in college, earn a workplace credential, and/or enlist in the armed services.
- Coaches students through the transition from high school to lifelong success.
- Communicates regularly with internal and external stakeholders to set expectations, understand needs and opportunities, and identify and addresses issues and barriers to ensure all students engage in postsecondary planning.
- Facilitates opportunities students to develop career awareness and career pathways that will inform secondary course selection.
- Provides timely, actionable feedback to students and families related to ICAP and postsecondary goals.
- Develops and monitors the internal district processes and practices needed to ensure students are achieving their intended outcomes based on their ICAP and postsecondary goals.

OTHER JOB FUNCTIONS:

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Support district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Read, analyze, and interpret professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.
- Ability to work to implement the vision and mission of the district.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactory perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Physical Demands

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to

move around the classroom and read handwritten or printed materials. This individual must be able to travel between district facilities. The position may require other travel.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active.