

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

COLLEGE AND CAREER READINESS LIAISON

POSITION: College and Career Readiness Liaison

REPORTS TO: Site Administrator

LOCATION: Various High School Locations

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

The College and Career Readiness Liaison is an integral part of the College and Career Readiness initiatives of St. Mary's County Public Schools. The College and Career Readiness Liaison is responsible for maintaining up to date career educational resources in the Career Center and plan educational activities to further student college and career planning.

Essential functions include:

- Interacting with college and universities and their representatives to provide information and opportunities for students and parents/guardians to interact;
- Maintaining the Career Center space, materials, and schedule;
- Provide information and opportunities for students with regards to placement tests and college application materials, including financial aid applications and opportunities;
- Schedule events for students, parents/guardians, college and university representatives, as well as military and career representatives; and
- Promote and participate in activities such as but not limited to the Southern Maryland College Fair.

DUTIES AND RESPONSIBILITIES:

A description of the College and Career Readiness Liaison's responsibilities is as follows:

- Manage the Career Center to assist students in college and career research;
- Provide written information on SAT/ACT/ASVAB and the college application process;
- Organize, advertise and deliver annual seminars to parents and students on "How to Get Your Child to College" and "Completing the FAFSA". Deliver information on the college application process, financial aid, the SAT/ACT/ASVAB, and the College Access Program;
- Obtain, organize, and display resource materials such as college brochures, applications, SAT/ACT preparation materials, military recruiting materials, college guide magazines, scholarship applications, and additional college and career resource displays;
- Plan, organize, implement career events and publications; prepare letters, flyers, emails and other material to publicize Career Center services to the school website;
- Coordinate the visitations by college, military, and trade representatives;
- Make phone contact with college admission representatives to ask questions, check the status of student applications, and to discuss student applicants;
- Keep track of admission decisions and statistical data for end of the year reports, including post graduate student plans, career center use, scholarships awarded, and parent contacts;
- Act as the Career Advisor Manager with the online program, Career Cruising. Assist teachers and counselors implement and manage the use of Career Cruising. Export data collected from student portfolios, generate summary reports, customize portfolio and assessment options, and implement portfolio completions standards required for graduation;
- Assist parents and students in understanding financial aid packages from colleges;

- Maintain current scholarship listings, provide information concerning specialized scholarships, and assist in the completion of application forms. Assist with scholarship nominations;
- Assist students in researching and applying for financial scholarships;
- Assist students and parents with completing the FAFSA, requesting PIN (personal identification numbers), and completing additional required financial aid forms requested by colleges;
- Schedule ACT, SAT, and ASVAB testing;
- Assist students with college applications;
- Schedule financial aid presentations;
- Assist with the St. Mary's County Public School's College Fair;
- Assist in arranging college and/or career information related seminars in coordination with faculty members and school counselors; and
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from a standard high school or possession of a state high school equivalence certificate.
- Experience working with high school age students and a combination of experience and or training that would provide the following knowledge, abilities, and skills:
 - Knowledge of the general behavior of adolescents in a learning environment
 - Ability to communicate effectively with students, school staff, and parents/guardians
 - Ability to develop and maintain effective relationships with students, staff, and parents/guardians
 - Knowledge of career and occupational resources, trends, and opportunities
 - Knowledge of college and career research methods
 - Knowledge of college admission requirements, procedures and FAFSA completion
 - Proficient use of technology, Power Point, Google Docs, Email, and online websites

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 17.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP