

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Adult Education – College and Career Advisor**

REPORTS TO: **Director of Adult Education**

JOB GOAL: The Augusta Adult Education College and Career Advisor is responsible for providing guidance and assistance to students who wish to pursue post-secondary education or career pathways. The College and Career Advisor is responsible for planning schedules, recommending courses and determining appropriate education and career solutions based on student goals. They must also track the advancement of students, maintain their academic records, and provide resources and assistance for at-risk students.

QUALIFICATIONS:

1. Bachelor's Degree or higher in education, mental health, guidance, career advising or related field
2. Experience working with adults in career placement
3. Experience working with adult for post-secondary placement
4. Ability to navigate Learning Management Systems, Google Suite, Student Information Systems, and Microsoft Office Suite
5. Self-driven, positive, creative and passionate about education

PERFORMANCE RESPONSIBILITIES:

1. Provides crisis intervention to students when difficult situations occur
2. Provides post-secondary admissions counseling
3. Provides career counseling
4. Assists in determining priorities for student educational and career goals and their resource needs
5. Assists individuals to overcome personal, social, or behavioral problems affecting achievement of their educational goals.
6. Advises students in educational planning and career goal setting, such as, evaluation of educational assessments, course and program selection, class scheduling and registration and creating an individual learning plan
7. Alumni Relations: tracking student progress after completion, highlighting student success stories
8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations
9. Retention of current students

10. Recruitment of new students
11. Provides new student orientation
12. Collaborates with employers, academic institutions, DOL, and other college and career partners (IETs)
13. Creates and delivers curriculum: WorkReady, academic and career advising, professional portfolios
14. Assists in crafting language, goals and objectives for MCCA grant
15. Meets all requirements of MCCA grant
16. Partnerships-collaborates with outside stakeholders to provide wrap around support for student needs
17. Tracks multiple indicators to assess the effectiveness of instruction, training, mentoring and advising
18. Perform all other related duties as assigned by the Director of Adult Education.

TERMS OF EMPLOYMENT:

Non-represented position, 40 hours per week. Full time positions are benefit eligible. Salary rate based on degree and experience.

Evaluation: Performance for this position will be evaluated annually by the Adult Education Director based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____