



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** COLLEGE, CAREER AND FINANCIAL AID ADVISOR  
**REPORTS TO:** School Principal **SITE:** All Schools  
**CLASSIFICATION:** CSEA Bargaining Unit **WORK YEAR:** SDO + 10 Days  
**SALARY:** Range 144 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under administrative direction by the Principal, assist Certificated Academic Counselors in the development of education, career and occupational opportunities. Provide information for students, staff, parents and community members on educational and occupational opportunities. The incumbent works closely with staff and their peers to established collaboration between the school sites and the community. Establishes community contacts. Attends parent night and other community meetings. Trains and presents on information pertaining to receiving financial aid funding for colleges. Assists with application process for scholarships and financial aid. Review units to assist students in their college and career goals. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Assist with college preparatory programs such as Advancement Via Individual Determination (AVID) and Educational Opportunity Programs and Services (EOPS).
2. Maintain a College and Career Center website.
3. Coordinate and facilitate annual PSAT exam.
4. Assist School Career Technical Education (CTE) coordinator and facilitate CTE activities.
5. Update School Profile data annually.
6. Evaluate and interpret financial aid to provide support and advice students and parents; create content and coordinate financial aid workshops for students and parents; and presentations are offered during and after the school day.
7. Prepare college/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.
8. In collaboration with counselors advise parents and students in identifying their chosen career path through researching career/college planning including self-appraisal assessments
9. Conduct workshops on college applications, financial aid, college essay writing and resume writing.
10. Develop, update and administer various electronic surveys; prepare and complete the District's year-end report as well as other various reports as required.
11. Coordinate all aspects of Awards Night.
12. Coordinate, promote and schedule programs sponsored by community based service organizations.
13. Coordinate career activities arranging for outside speakers and field trips.
14. Chair the Scholarship Committee.
15. Prepare and update electronic Scholarship Resources; Integrate technology and Internet resources into college and career as well as financial aid advising.
16. Attend conferences and counselor events as part of continuing education to increase knowledge of changing college, financial aid and career requirements.
17. Research and select appropriate Career Center materials and maintain up-to date career and college resources.
18. Train and provide work direction to student assistants and supervise teachers' aides.
19. Coordinate and host visitations by representatives from colleges, universities and U.S. military branches admission representation and act as school liaison.
20. Monitor and follow up students Cal Grant GPA submission process.
21. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA degree and/or equivalent experience.
- Three years of working in a leadership role/experience in an educational environment desirable.
- Extensive public contact with people at various levels within organizations who are diverse in their cultures, language groups and abilities.
- Experience leading the work of others.
- Experience compiling data for composing and preparing reports, correspondence, memoranda and other written materials.
- Experience using databases and a variety of computer software.
- Position may require bilingual fluency & skills.
- Strong interpersonal and leadership skills.
- Excellent verbal and written skills.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of the San Mateo Union High School District graduation requirements, California Public Colleges admission requirements, financial aid requirements, and training necessary for future careers.
2. Knowledge of Federal and California Child Labor Laws pertaining to students work permit process.
3. Knowledge of college and career planning software (currently Naviance) to assist students with College Applications and familiarize students with different resources at this site.
4. Knowledge of Google classroom to help facilitate student academic progress.
5. Knowledge of School loop to review with students face to face, and parents in parent meeting and over the phone.

**KNOWLEDGE OF:**

- Advanced knowledge of word-processing programs, including but not limited to all Microsoft Office products, spreadsheets and databases.
- Correct English usage, spelling, grammar, punctuation, and vocabulary.
- Aeries Student Information System program.
- General record keeping and multi-tasking skills.
- Working independently to perform a variety of complex clerical work with efficiency and accuracy.
- Interacting effectively with a diverse school community.
- Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records.
- Congenial telephone and communications skills.

**ABILITY TO:**

- Plan, organize, maintain and operate a high school College/Career Center, and interpret complex policies and procedures.
- Provide specialized assistance and information concerning career planning and college entrance and career planning to students, parents, staff, and community agencies.
- Develop and provide information and materials related to career/college opportunities for high school students.
- Obtain, evaluate and process occupational literature.
- Speak in front of students and large audiences.
- Communicate effectively with school staff, students and parents.
- Work effectively with students who have different academic skill levels.
- Receive and implement oral and written directions.
- Work with students from a diversity of socio-economic and socio-cultural backgrounds.

- Develop a positive rapport with students and parents.
- Organize materials to help students achieve educational objectives.
- Write and maintain routine reports and correspondence.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise sound judgment and work effectively under pressure.
- Multi-task in a busy environment.
- Establish on-going contacts with key people to improve communications and assure that necessary, complete and current information is provided to: Counselors, Assistant Principals, Principal, Administrative Assistant, Dean, Data Analyst, Attendance Clerks, Health Clerk, and Safety School Advocate.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**WORKING CONDITIONS:**

- Office and outdoor work environment both on and off school campus.
- Noise level in working environment moderate.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT:**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.