



## POSITION DESCRIPTION BROOKLYN CENTER COMMUNITY SCHOOLS

<b>Job Title:</b> College and Career Ready Coordinator
<b>Assigned Location:</b> Secondary ▾
<b>Immediate Supervisor/ Reports to:</b> Principal ▾
<b>Education:</b> Bachelors ▾ <i>*Education, social services or related field.</i>
<b>License/ Certification:</b> MN School Counselor License ▾ <i>*Preferred</i>
<b>Type of position:</b> Full-time ▾ <b>FLSA Status:</b> Exempt ▾
<b>Workgroup Classification:</b> Unaffiliated Professionals Pay & Benefits ▾

PURPOSE
<p>The purpose of the CCR Counselor is to prepare students for success transitioning into high school and for future college and career success. The Career and College Readiness Coordinator at Brooklyn Center Community Schools will implement and manage the GET READY cohort program funded through the Minnesota Department of Education. This position will support students beginning with 6th and 7th-grade cohorts and follow them throughout their educational journey through graduation while also providing targeted support to 12th-grade students each year.</p>
KNOWLEDGE/ SKILLS/ ABILITIES
<ul style="list-style-type: none"> <li>Thorough knowledge of school and district rules, regulations, and procedures;</li> <li>Knowledge of techniques to engage and motivate students;</li> <li>Knowledge of skills required in post-secondary environments;</li> <li>Good judgment and decision-making;</li> <li>Ability to deliver articulate verbal presentations and written reports;</li> <li>Ability to establish and maintain effective working relationships with staff, students, parents, and the general community;</li> <li>Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic backgrounds;</li> <li>Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness;</li> <li>Ability to use software and various research methods to help in decision-making for college choices and career planning;</li> <li>Ability to organize and maintain confidential records;</li> <li>Ability to serve as a member of the professional learning community to promote an educational climate in which students can grow intellectually and emotionally.</li> </ul>

## DUTIES AND RESPONSIBILITIES

*This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

### Program Implementation and Management

- Develop and implement a comprehensive cohort-based college and career readiness program that begins with 6th and 7th-grade students and follows them through graduation.
- Simultaneously, targeted college and career readiness support is provided to 12th-grade students annually.
- Track student progress and program outcomes to ensure grant compliance and program effectiveness
- Manage grant budget and reporting requirements for the MDE GET READY program.
- Develop annual work plans aligned with grant goals and school district priorities.

### Student Services

- Facilitate regular college and career readiness workshops, activities, and field experiences appropriate for each grade level.
- Provide individualized guidance on academic planning, course selection, and post-secondary options.
- Support students with college application processes, financial aid applications, and scholarship opportunities.
- Connect students with relevant internships, job shadowing, and career exploration opportunities.
- Administer career interest and aptitude assessments to help students identify potential career pathways.

### Relationship Building

- Establish relationships with local colleges, universities, technical schools, and employers.
- Collaborate with school counselors, teachers, and administrators to integrate college and career readiness into the curriculum.
- Engage with families through regular communication, workshops, and events to support their children's post-secondary planning.
- Develop partnerships with community organizations that can provide additional resources and opportunities for students.
- Coordinate with other GET READY programs across Minnesota to share best practices.

## REQUIRED or PREFERRED WORK EXPERIENCE

- Previous experience working with diverse populations and urban school settings is preferred;
- Experiencing motivating low-income and urban youth populations to succeed in post-secondary environments;
- Experience guiding others towards paths that fit their strengths and attributes.

## PHYSICAL REQUIREMENTS

- Work is primarily performed in a typical office/ classroom setting and is exposed to a minimum of environmental conditions;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities;
- Work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment and exposure to bodily fluids;
- Work is generally performed in a moderately noisy location (e.g. business office, light traffic)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	67-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry): Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>