

FLINT COMMUNITY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER

**Posting Dates: October 27, 2011—Until Filled**

**TITLE: Career and College Readiness Advisor (Northwestern)**

**An online application, which can be accessed from our website ([www.flintschools.org](http://www.flintschools.org)), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resumé, copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.**

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

**SPECIAL NOTICE:**

***Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.***

**QUALIFICATIONS:**

**Education:** Bachelor's Degree with concentration in behavioral science, career development preferred; OR equivalent work experience with adolescents.

**Experience:** Understanding of school to work and post secondary training.

Knowledgeable about educational training and career planning.

Career Advisor experience.

Experience in assisting secondary students with career choices, work experience, and career exploration activities.

Evidence of high school student advocacy and understanding the post secondary landscape.

Experience working with middle school transition to high school.

**Skills:** Exemplary verbal and written communication skills with youth, parents, school personnel and employers in the public and private sector.

Ability to contribute to the school improvement team.

Ability to coordinate multiple assignments.

Ability to meet deadlines, complete assessment reports.

Ability to meet and coordinate other services.

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Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REPORTS TO:** Building Principal

**TERMS OF EMPLOYMENT:**      **Grade 3, Professional Salary Schedule; 256 Days; 40 Hours/Week; beginning salary \$1056.00 per week. (Contingent on School Improvement Grant Funding)**

**ESSENTIAL FUNCTIONS:**

Insures compliance to federal, state, and SDA regulations.

Keeps abreast of changes in program regulations and operational procedures.

Communicates with parent/guardian to obtain information and validate participant's eligibility.

Reviews participants' work history, vocational training and academic cum files to assess appropriate service or referral.

Creates a comprehensive service strategy that includes short and long term goals, meaningful work experience, job placement and assessment results.

Accurately document participants' classroom training activities and collects appropriate documents that record participants' goal attainment.

Conducts pre-employment and career exploration workshops.

Coordinates work within the community, community outreach, and volunteer associations.

Administers assessments that will identify deficiencies in basic academic skills, work readiness skills and life skills (MME).

Maintains monthly contacts with assigned participants for a 12-month period.

Schedule summer academics.

Monitors academic progress for skill attainment and coordination with occupational goal.

Develops worksites linked to occupational training.

Develops and evaluates worksite participation.

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**ESSENTIAL FUNCTIONS CONTINUED:**

Maintains bi-weekly anecdotal records on each worksite and procures data, compiles, writes and submits monthly reports.

Develops and maintains relationship with local social service organizations that provides services to program participants.

Maintains data to correlate attendance, behavior and academics.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

**PHYSICAL DEMANDS FOR POSITION:**

Sedentary Work (See U.S. Department of Labor Guidelines)

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with provisions of the Board 's policy for Professional Salary Schedule personnel.

HR/LA/dmh/10/2011

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,  
Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-1259**

خدمات ترجمة متوفرة تحت الطلب، الرجاء أن تتصلوا على رقم الهاتف 760 - 1259

**Ponemos a sus órdenes el servicio de traducción. Las personas  
interesadas, favor de llamarnos al 760-1259**

**設有翻譯服務，祇要提出要求，請電 760-1259**